

Los Angeles College Faculty Guild, AFT1521 Expense Reimbursement Request



Name/Vendor (checks should be made payable to): _____
 Contact Name: _____ Campus/Guild: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Email: _____
 Purpose of expenditure: _____

If you have any questions about expenditures you may incur in the course of your work for the Guild, check with Robert Salazar, rsalazar@aft1521.org (323-851-1521) or Treasurer Grace Chee, grace.chee@aft1521.org. Reimbursement checks to be issued within **30 days** of proper submission.

To comply with IRS rules on reimbursement documentation,

- Reimbursement requests should be submitted within 60 days, but not more than 90 days.
- All expenses require receipts, invoices, bills, contracts, and/or event announcement or email, either scanned or original. If original, receipts should be attached on a separate 8x11 paper to be scanned (tape is good; staples break our scanner! ☺)

Airfare/Ground Transportation*1	\$
Communications: Tel & Wifi	\$
Chapter Meeting Expenses	\$
Conference/Workshops	\$
Lodging	\$
Lodging Tips: Housekeeping/Porters*2	
Meals*3	\$
Mileage 2017 (Standard IRS rate@ <u>\$0.535</u> (miles 2017) (To and from the Guild) *4	\$
Miscellaneous	\$
Parking	\$
Supplies	\$
Taxis/Shuttles/ Ride Share /Public Transport	\$
TOTAL EXPENSES CLAIMED REIMBURSEMENT:	

- *1 Airfare should be purchased at least 18 days in advance of the meeting, when practicable, with the least expensive way. Alternative ground transportation options include car rental and gas, or mileage reimbursement.
- *2 Lodging tips do not require receipts.
- *3 Meal receipts must include details of all items ordered, tip, and final payment (and not just the total amount). Receipts must include the number in party, names, and reason for meeting if submitting for more than self (or include event flyer). Alcohol is not reimbursed.
- *4 When pre-approved, reimbursement for mileage is at the current IRS rate **from the Guild** to and from airport, station or meeting. Unless pre arranged otherwise.

To the best of my knowledge, under penalties of perjury, the claims above are the correct and actual expenses incurred for the LA College Faculty Guild, AFT1521.

Signature: _____ Date: _____

PURPOSE (Budget Categories)

OPERATIONAL

- 804 Telephone
- 805 Equipment
- 806 Printing
- 807 Supplies
- 808 Postage

ORGANIZATIONAL

- 822 AFT Convention
- 822-a CFT Convention
- 822-b Host Expenses
- 822-c AFT Higher Ed.
- 823 Member Education
- 824 Ben/Retire Seminar
- 825 Faculty Retreat
- 826 Good & Welfare
- 826-a MERF
- 827 Scholarships
- 827-a D. Huerta Institute
- 828 Negotiations
- 829 Union Elections
- 830 Chapters
- 831 Staff Development

BUILDING

- 835 Building Corp.
- 836 Property taxes
- 837 Insurance
- 838 Custodial
- 838-a Gardener
- 838-b Pest Control
- 838-c Trash Collection
- 838-d Security
- 839 Utilities
- 840 Repairs
- 841 Refurbishment

PER CAPITAS

- 846 AFT
- 847 CFT
- 848 CFL
- 848 LACFL
- 849 Other Affiliations
[New code from G&W]
- 850 Member insurance

PERSONNEL

- 856 Workers' Comp.
- 857 Salaries-Prof.
- 857-a Salaries-Clerical
- 858 Employee expense
- 860 Payroll taxes
- 861 Employee benefits

SERVICES

- 872 Outside audit
- 874 Legal
- 875 Arbitrations
- 876 Accounting
- 878 Communications

ADVOCACY

- 873 Elections
- 873-a LA Labor Fund
- 877 McCallum Group
- 879 Intern Program
- 880 Strategic Campaign