

WASHINGTON FEDERATION OF STATE EMPLOYEES, AFSCME AFL-CIO  
EXPENSE AUTHORIZATION FORM

AFSCME Convention  
July 16-20, 2018- Boston, Massachusetts

Local \_\_\_\_\_ would like to have our delegation to the AFSCME Convention added/ included on Council 28's housing list/ Direct Bill. It is recommended that delegate(s)/alternate(s) have a credit card or cash when they check in at the hotel to cover incidental charges. As the room and tax will only be applied to the Councils account. **(Select one of the following):**

- Our delegate(s) to be included on the housing list for the purposes of guaranteeing the rooms for late arrival. Our delegate(s)/alternate (s) will be responsible for payment of their own room(s).
  
- Our delegate(s)/alternate(s) to be included on the housing list and to also be included on the Council's master account (direct bill) for Room and Tax only. Locals selecting this option are required to submit in advance a check equivalent to 50% of the estimated Housing cost. Any remaining housing costs will be deducted from the July per capita.

If, in either instance, delegate(s)/alternate(s) neglect to check into the hotel, the Local Union will be responsible for the "no show charge" equivalent to one night's room and tax.

**Deduct from per capita:**

- Airfare (Upon reservations being made)
- Hotel Room & Tax (\$227.86) per night

**Pay by check in advance:** instead of having the expenses deducted from per capita, please enclose a check for the appropriate expenses with this form.

- Airfare Only \$\_\_\_\_\_
- Hotel Room & Tax Only (\$227.86) per night \$\_\_\_\_\_
- All of the Above \$\_\_\_\_\_

**Please refer to the Travel Policy adopted by the Council 28 Executive Board (printed on reverse).** If you do not make your airline and/or lodging arrangements through WFSE by the deadline of June 1<sup>st</sup> your local will be responsible for making and paying for the arrangements. Reimbursement for airline travel will be based on average cost from point to point locations and lodging will be reimbursed at the WFSE Conference/Convention contracted rate for the event, whichever is less.

Signed: \_\_\_\_\_, Local President      Date: \_\_\_\_\_  
              \_\_\_\_\_, Local Treasurer      Date: \_\_\_\_\_

**Return by June 1<sup>st</sup> to:**

Washington Federation of State Employees, Attn: Sue Keller  
1212 Jefferson St. SE, Suite 300, Olympia WA 98501  
You may also email (sue@wfse.org) or Fax 360-705-9493 by the June 1<sup>st</sup> Deadline

## **POLICY FOR TRAVEL/ACCOMMODATION EXPENSES INCURRED BY LOCAL UNION DELEGATES/ALTERNATES ATTENDING CONFERENCES/CONVENTIONS**

The Washington Federation of State Employees will not carry expenses incurred by delegates/alternates from Local Unions who attend conferences/conventions. If a Local Union votes to send delegates/alternates to conventions/conferences, and wishes to have the WFSE make travel arrangements and include those delegates/alternates on the WFSE master account, the local must provide proof of approval of the expenditure (i.e. minutes, prior budget approval, etc.) and the following will occur:

### **TRAVEL**

1. When Local Unions request that the WFSE make travel arrangements for Local Union delegates/alternates attending conferences/conventions, the Local Union will pay the WFSE for the cost of such travel arrangements by the time of ticketing.
2. There will be time frames for making reservations for conferences and conventions. **If the deadline has passed the member(s) will be responsible for their own arrangements (airline and lodging).** Reimbursement for airline travel will be based on average cost from point to point locations and lodging will be reimbursed at the WFSE/Conference/Convention contracted rate for the event or whichever is less.
3. The deadline will be included in all meeting notices.
4. Travel arrangements made for guests of delegates/alternates will be paid for by the delegate/alternate at the time the reservation is made.

### **ACCOMMODATIONS**

1. When Local Unions request that their delegates/alternates attending conferences/conventions be included on the WFSE hotel master account that inclusion will be for room and tax only. Incidentals, including phone, meals, movies, etc., will not be paid by the WFSE. Each Local Union delegate/alternate will be responsible for any incidentals charged to the room at the time of check out.
2. When a spouse or significant other of an Executive Board Member accompanies the Board member to Council 28 Convention, the Council will pay the expense of a double room.

If a Local Union's per capita tax for one month is sufficient to cover the above referenced expenses for the Local Union's delegates/alternates, and the WFSE has authorization to deduct said expenses from the per capita, the WFSE will do so.

If a Local Union's per capital tax for one month is not sufficient to cover the above referenced expenses for the Local Union's delegates/alternates, the Local Union will have to pay the WFSE the cost of the above referenced expenses for their delegates/alternates prior to the conference/convention.

If a member(s) registers and reservations are made and the member(s) doesn't attend, the Local will have the cost taken from their per capita.