WASHINGTON FEDERATION OF STATE EMPLOYEES
AFSCME COUNCIL 28 | AFL-CIO
EXPENSE AUTHORIZATION FORM

48th BIENNIAL CONVENTION
October 4-6, 2019

Local _____ would like to have our delegation to the WFSE Convention included on Council 28's housing list. We would like **(select one of the following):**

❑ Our delegate(s)/alternate(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 the 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 for Room and Tax only. The local will submit in advance a check equivalent to 50% of the estimated Housing cost. Any remaining housing costs will be deducted from the October per capita.

If, in either instance, delegate(s)/alternate(s) neglect to check into the hotel, the Local Union will be responsible for payment for one night's room and tax. It is also recommended that delegate(s)/alternate(s) have a credit card or cash when they check in at the hotel to cover incidental charges.

Deduct from per capita:

❑ Airfare (Upon reservations being made)

❑ Hotel Room

Pay by check in advance: Your local may elect that instead of having these expenses deducted from per capita, to enclose a check for the appropriate expenses along with this form.

❑ Airfare Only $_____

❑ Hotel Room $_____

❑ 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 prior to the deadline you will be responsible for making and paying for your own 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 to:
WFSE Council 28 Headquarters,
Attention: Emily Roberts
1212 Jefferson Street, S.E., Suite 300
Olympia, WA 98501