

**SEIU Local 99**  
**Executive Board Policy # EBP-\_\_\_\_\_**

**SEIU Local 99 Policy Meal Reimbursement**

For the purpose of definition, this policy defines a Local Event as an event occurring within one hundred (100) miles of the Local Union Office. An Away Event is an event in a location that is in excess of one hundred (100) miles from the Local Union Office.

Executive Board Members and Members' reimbursement for meals at Union related events locally or away shall be as follows:

Breakfast: up to the limit of \$25.00

Lunch: up to the limit of \$25.00

Dinner: up to the limit of \$35.00

Reimbursement for Union related or sponsored events that are less than three (3) days shall be subject to the following conditions and/or stipulations:

Reimbursement shall not be provided when the Union event is one (1) or two (2) days where meals are provided by the Union. If the Union does not provide meals, Executive Board Members and Members shall submit receipts on an approved reimbursement form and shall be reimbursed the actual cost of the meal(s) up to the meal limit detailed above.

Reimbursement shall be provided to Executive Board Members and Members at Union related and sponsored events that are three (3) or more days (Away event) as follows:

Breakfast: up to the limit of \$25.00

Lunch: up to the limit of \$25.00

Dinner: up to the limit of \$35.00

If no meals are provided at the Union related or sponsored events, reimbursement shall begin on the first day. Reimbursement for Union related or sponsored events that are three (3) days or more shall be subject to the following conditions and/or stipulations:

Events that are local where meals are provided, no reimbursement will be provided for the first two (2) days. Reimbursement for outside meals will commence on the third day. Executive Board Members and Members shall submit receipts on an approved reimbursement form and shall be reimbursed the actual cost of the meal(s) up to the meal limit detailed above.

If the event is an Away Event, reimbursement will begin on the first day whether or not meals are provided.

Executive Board Members and Members shall submit receipts on an approved reimbursement form and shall be reimbursed the actual cost of the meal(s) up to the meal limit detailed above.

Executive Board Members and Members who have special dietary needs or food allergies will be allocated a twenty percent (20%) allowance over the meal price rates stated in this policy provided that proper documentation of the special dietary needs or food allergies (from a medical professional) have been submitted in writing to the Executive Director prior to the event.

All medical documentation submitted to the Executive Director shall be confidential and shall not be subject to review by Executive Board Members or other Union Members.

Adopted: September 20, 2008

SEIU Local 99 By-Laws: \_\_\_\_\_