

SEIU Local 99

Executive Board Policy # EBP-_____

SEIU Local 99 Policy – Executive Board Member Mileage / Public Transportation Reimbursement

An SEIU Local 99 Executive Board Member shall be entitled to mileage reimbursement at the prevailing IRS reimbursement rate or actual fair paid for public transportation when traveling to and from Executive Board regular and special called meetings. Reimbursement shall be retro-active to February 23, 2007 for Executive Board Members who were in attendance at scheduled meetings and shall be subject to the following conditions:

1. Executive Board Member must drive a vehicle to and/or from the scheduled meeting(s) of which he or she is attending, or;
2. Executive Board Member, takes public transportation to and/or from the scheduled meeting(s) of which he or she is attending.
3. Reimbursement is available only to and from the Executive Board Member's home, workplace or any intermediate stop en route there from or thereto.
4. The Executive Board Member shall complete and submit the approved Mileage Reimbursement Request form that identifies by name or description, the point from which the travel begins, the destination and the point to which the Executive Board Member travels following the performance of his or her duties, together with the vehicle's odometer reading for each of the listed locations.
5. An Executive Board Member who takes public transportation to and from a scheduled committee meeting will be entitled to reimbursement for public transportation fare actually paid as verified on the Mileage Reimbursement Form.

Adopted: January 12, 2008

SEIU Local 99 By-Laws:_____