

SEIU Local 99

Executive Board Policy # EBP-_____

SEIU Local 99 Policy – Committee Chair and Co-Chair Mileage / Public Transportation Reimbursement

An SEIU Local 99 Committee Chair and/or Co-Chair shall be entitled to mileage reimbursement at the prevailing IRS reimbursement rate or actual fair paid for public transportation when traveling to and from committee meetings. Reimbursement shall be subject to the following conditions:

1. Committee Chair and/or Co-Chair must drive a vehicle to and/or from the scheduled committee meeting of which he or she is the Chair or Co-Chair, or;
2. Committee Chair and/or Co-Chair, takes public transportation to and/or from the scheduled committee meeting of which he or she is the Chair or Co-Chair.
3. Reimbursement is available only to and from the Committee Chair or Co-Chair's home, workplace or any intermediate stop en route there from or thereto.
4. The Committee Chair and/or Co-Chair 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 member travels following the performance of his or her duties (as Chair or Co-Chair), together with the vehicle's odometer reading for each of the listed locations.
5. A Chair or Co-Chair 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: September 20, 2008

SEIU Local 99 By-Laws:_____