



## ***EXPENSE REIMBURSEMENT POLICY***

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- The Trust will reimburse the trustee/administrator/staff person for reasonable and necessary expenses for travel, meals and lodging actually incurred in attending educational meetings, or other meetings (retreat, employer audits, benefit fairs, etc.) on behalf of the Trust.
- Attendance by a trustee/administrator/staff person at an education meeting must be approved in advance by the Board. Attendance by a trustee at one education meeting per year shall be considered reasonable. Attendance by the administrator shall be as authorized and/or requested by the trustees.
- Actual, reasonable and necessary expenses incurred in attending seminars or conferences relating to the administration of health and welfare benefit funds; or incurred for similar purposes determined by the trustees to be consistent with the purposes of the United Employees Benefit Trust as set forth in the Agreement of Declaration of Trust, are reimbursable under these rules.
- For meetings out of town, the following expenses will be reimbursable:
  - ☞ Round-trip air fare will be reimbursed at normal coach fare rates
  - ☞ Lodging expenses during the meeting, plus lodging the evening before and the evening of the last day of the meeting where required to ensure attendance at the entire meeting, will be reimbursed. The Trust will reimburse charges for expenses outside of meeting dates if cost of air fare is significantly less to offset cost of additional expenses.
  - ☞ Meals for the trustee/administrator/staff person during the meeting, the evening before and the evening of the last day of the meeting when required to ensure attendance at the entire meeting.
  - ☞ Incidental travel expenses, including car rental and taxi fares, while attending educational meetings will be reimbursed. Use of a personal vehicle will be reimbursed at the maximum rate allowed by the Internal Revenue Service as a business deduction.
  - ☞ Reasonable phone charges will be reimbursed. Reasonable phone charges shall include charges for calling home, local calls or trust office.
- No expenses shall be reimbursed unless an expense voucher on a form approved by the Trust is submitted with receipts verifying each said expense within 30 days of return from meeting.
- The following expenses are not eligible for reimbursement;
  - ☞ guest expenses
  - ☞ charge to room other than those listed above (ie; movie rental)
  - ☞ airfare penalties other than those approved by the Trustees
- No expense in the amount of the maximum allowed by the IRS will be reimbursed without a receipt or trustee approval.

# Expense Voucher

**Note to Trustee:** This voucher is for expenses personally incurred by you as a Trustee. If transportation charges, hotel deposits, registration fees or any other item has been paid directly by the Trust Fund, do not list on this voucher. If you travel with a family member or other person not connected with the Trust fund, the expenses of such person are not reimbursable. If such expenses are included on any of the attached bills or receipts, you should note the necessary adjustments on the bill or receipt. (For example: If the hotel or motel bill contains a charge for a double room because of occupancy by a family member, subtract the difference between the double room and a single room and indicate on the bill that only the balance is being charged to the trust fund.) Meals should not be listed if they are otherwise included with air transportation or included on hotel or motel bills. If any expense item requires an explanation, mark the item with an asterisk and write the explanation on the reverse side of this voucher. Reimbursement of expenses claimed on this voucher is subject to any expense policy or limitation which may have been adopted by the Board of Trustees.

### This Voucher is for:

- Expenses in connection with attendance at trust meeting at: \_\_\_\_\_
- Expenses in connection with attendance at educational meeting at: \_\_\_\_\_  
(Meeting Sponsor)
- Dates of attendance: \_\_\_\_\_
- Other reason for incurring expenses: \_\_\_\_\_

### Transportation:

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

- Private automobile; \_\_\_\_\_ miles @ \_\_\_\_\_ ¢ per mile..... \$ \_\_\_\_\_
- Airfare (attach copy of bill) ..... \$ \_\_\_\_\_
- Train (attach copy of bill) ..... \$ \_\_\_\_\_
- Bus (attach copy of bill) ..... \$ \_\_\_\_\_
- Rental car at meeting location (attach copy of bill) ..... \$ \_\_\_\_\_

### Hotel or Motel

- Hotel or Motel expense (attach copy of bill) ..... \$ \_\_\_\_\_

### Meeting Registration Fee:

- Meeting registration fee expense (attach copy of receipt)

### Daily expenses:

- Daily expenses (from reverse side of voucher) ..... \$ \_\_\_\_\_

**TOTAL EXPENSES** ..... \$ \_\_\_\_\_

### Settlement

Total Expenses which I incurred ..... \$ \_\_\_\_\_

Less the amount I received as an advance (if any) ..... \$ ( \_\_\_\_\_ )

Equals ..... \$ \_\_\_\_\_

- Amount owing me by the trust fund and requesting reimbursement of ..... \$ \_\_\_\_\_
- Refund which I owe to trust fund. My check is attached ..... \$ \_\_\_\_\_

I hereby certify that the expenses detailed on this voucher are the proper and actual expenses which I incurred in connection with the trust fund activity noted above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Address/City/Zip \_\_\_\_\_

**Daily expenses (attach receipt for any single item of \$25 or more):**

Date _____	Date _____	Date _____
Breakfast & Tip .....\$ _____	Breakfast & Tip .....\$ _____	Breakfast & Tip ..... \$ _____
Lunch & Tip .....\$ _____	Lunch & Tip .....\$ _____	Lunch & Tip ..... \$ _____
Dinner & Tip .....\$ _____	Dinner & Tip .....\$ _____	Dinner & Tip ..... \$ _____
Beverages & Tip .....\$ _____	Beverages & Tip .....\$ _____	Beverages & Tip ..... \$ _____
Porters/Bellmen .....\$ _____	Porters/Bellmen .....\$ _____	Porters/Bellmen ..... \$ _____
Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .. \$ _____
Other: .....\$ _____	Other .....\$ _____	Other ..... \$ _____
<b>Total this date .....\$ _____</b>	<b>Total this date .....\$ _____</b>	<b>Total this date ..... \$ _____</b>

Date _____	Date _____	Date _____
Breakfast & Tip .....\$ _____	Breakfast & Tip .....\$ _____	Breakfast & Tip ..... \$ _____
Lunch & Tip .....\$ _____	Lunch & Tip .....\$ _____	Lunch & Tip ..... \$ _____
Dinner & Tip .....\$ _____	Dinner & Tip .....\$ _____	Dinner & Tip ..... \$ _____
Beverages & Tip .....\$ _____	Beverages & Tip .....\$ _____	Beverages & Tip ..... \$ _____
Porters/Bellmen .....\$ _____	Porters/Bellmen .....\$ _____	Porters/Bellmen ..... \$ _____
Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .. \$ _____
Other: .....\$ _____	Other .....\$ _____	Other ..... \$ _____
<b>Total this date .....\$ _____</b>	<b>Total this date .....\$ _____</b>	<b>Total this date ..... \$ _____</b>

Date _____	Date _____	Date _____
Breakfast & Tip .....\$ _____	Breakfast & Tip .....\$ _____	Breakfast & Tip ..... \$ _____
Lunch & Tip .....\$ _____	Lunch & Tip .....\$ _____	Lunch & Tip ..... \$ _____
Dinner & Tip .....\$ _____	Dinner & Tip .....\$ _____	Dinner & Tip ..... \$ _____
Beverages & Tip .....\$ _____	Beverages & Tip .....\$ _____	Beverages & Tip ..... \$ _____
Porters/Bellmen .....\$ _____	Porters/Bellmen .....\$ _____	Porters/Bellmen ..... \$ _____
Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .....\$ _____	Limos/Taxis/Buses .. \$ _____
Other: .....\$ _____	Other .....\$ _____	Other ..... \$ _____
<b>Total this date .....\$ _____</b>	<b>Total this date .....\$ _____</b>	<b>Total this date ..... \$ _____</b>

**Total of all daily expenses**    \$ \_\_\_\_\_ **(transfer amount to front side of voucher)**

Explanations (if needed) \_\_\_\_\_

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