

LOCAL 695 VOUCHER

NAME	
ADDRESS	
CITY	
TELEPHONE #	
SIGNATURE	

Date Requested	
Date Paid	
Amount Paid	
Check Number	
Treasurer	

EXPENSES									
DATE	FROM CITY TO CITY PURPOSE of TRAVEL	MILEAGE		LODGING RECEIPT	PHONE/ PARKING	MEALS			DAILY TOTALS
		Miles	X \$.655*			AM	NOON	PM	
TOTALS									

ALLOWANCES		
DATE	PURPOSE	AMOUNT
TOTAL		

Effective
JANUARY 1, 2023

* Mileage expense rate, by Local policy, floats – adjust as necessary to current IRS deduction rate (used by State of MN)
IRS requires expense vouchers to be approved by Treasurer within 60 days from date expense was incurred. Please attach original receipts if available.

Local 695 condensed meal, lodging & mileage reimbursement policy

Please see the AFSCME Local 695 Reimbursement policies and guidelines for the full policy including lodging and convention policies.

Non-exempt/hourly-waged members, eligible for overtime, report (upper expense form area) expenses **to be reimbursed by check from Local 695 treasury**. Meals shall be reimbursed for actual expenses up to a maximum as follows:

Breakfast-	\$18.00
Lunch-	\$20.00
Dinner-	\$36.00
Incidentals-	\$5.00

Total for a day is **\$79.00**. When eligible for two or more consecutive meals, reimbursement shall be actual cost up to the combined maximum for eligible meals. Rates shall be annually adjusted to the federal local rate. Rates will be reconsidered if traveling outside of our regular area.

As of January 1, 2023, the mileage rate for 695 monthly meetings and all other union business shall be **\$0.655** and shall be equal to and annually adjusted to the federal rate. Mileage will be paid round trip.

Allowances for doing approved or official union business on personal leave lost time (lower expense form area) are **paid through Council 5 Local union payroll** (federal IRS W4 on file required) at a rate of **\$140** in blocks of 5 hours. (5-10 hours at \$280, etc.)