APA Teamsters Local 2118 Expense Report Instructions

Mail to: APA Teamsters Local 2118 | 10000 W. Charleston Blvd., Suite 220 | Las Vegas, NV 89135

1. APA Teamsters Local 2118 will not pay for travel and business-related expenses for which you have received, are entitled to receive, or will receive an allowance or payment from an affiliated body or any other source.

2. Before booking travel for APA Teamsters Local 2118 business, including arrangements for transportation, lodging, and vehicle rentals, the Trustee or his designees must approve it. Generally, APA Teamsters Local 2118 staff will book hotels and transportation.

3. Itemized receipts for expenses paid for from APA Teamster Local 2118 funds must be submitted within 30 days of the completion of the union business.

4. APA Teamsters Local 2118 must be notified ASAP if any changes are made to previously approved lodging arrangements. Pending approval of the changes, a revised Travel Authorization (itinerary) will be issued and must be attached to your expense report.

5. A maximum of three (3) meals per day are allowed. Per diem, the limits on food expenses are as follows: $40.00 for breakfast, $50.00 for lunch, and $100.00 for dinner, with tips and taxes included. You may not credit the per diem amount to another meal if you skip a meal. Snacks, sundries, etc., are considered personal expenses and not eligible for reimbursement.

6. A limit of two (2) alcoholic beverages may be purchased with dinner meals only. No alcoholic beverages will be reimbursed without a dinner meal purchase. The alcoholic beverages and meal must be for the same individual.

7. Gratuity (tip) for a meal or service should be reasonable and consistent with traditionally acceptable gratuity percentage rates within the geographical area. Gratuities should not be excessive or extravagant. Any amount considered excessive or extravagant will be considered a personal expense.

8. All union credit card receipts must be submitted within 30 days. Union credit cards are reconciled monthly.

9. Expenses will not be reimbursed without the original itemized receipt or a legible copy.

10. The original receipt must contain the following information:
    a. Name of establishment, date, and location (printed on the receipt by the establishment)
    b. Hand-written description of the union or committee work performed (e.g., Safety, ERC Meeting, Negotiations, NMB Meeting)
    c. Name of each individual

If you run out of space for the required information above (A 1-3) on the front of the receipt, please use the back side. All information on the receipt and expense report* ***MUST BE* *legible. If the receipt is in a language other than English, please write in the English word(s) next to each expensed item for food, drinks, and alcohol drinks.*

12. Tips given to non-food workers (doormen/women), maids, etc.) are to be written in the "Misc" section.

13. Items expensed and submitted for reiumbutstment in the misc. section must have an explanation attached to the expense report that includes where, when, and why gratuity was rendered.

14. Expense reports must be printed and submitted in landscape format only.

15. By signing and submitting an expense report, you confirm that **<u>no per diem amount was paid on the date(s) for which reimbursement of expenses is requested for all members or non-members listed on each receipt</u>**.

16. Make copies of original receipts (including the backside if necessary) before submission in case the receipts or expense report become lost in the mail while en route to APA Teamsters Local 2118.

17. **<u>ORIGINAL itemized receipts or legible copies</u>** must be received by the APA Teamsters Local 2118 office before any reimbursements are processed.

Reminder: Provide Your Schedule in Tableau Showing Union Business **2/25/25**

APA Teamsters Local 2118 Expense Report

Provide Your Schedule in Tableau Showing Union Business

Name	
Address	
Phone Number	
Email	
Signature	

OFFICE USE ONLY	
Reviewed Bookkeeper:	
Approved Trustee:	
Follow up/Comments:	

Union Work Day Expenses	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)

Expense Breakdown

Committee	Meals	Airfare	Hotel	Ground Transporatation	Parking	Rental Car	Fuel	Office	Misc
Totals	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Reimbursement--->		$ -							

Notes:

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2/25/2025