

## Contact

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## Meals & Incidentals

(Oct 2023 – Sep 2024)

### Staying Overnight away from your normal home area?

- You get Per Diem amounts (no receipts required) for meals and incidentals based on the IRS “High-Low” Rates for the period of travel. Current Rates (Oct 1, 2023 – Sep 30, 2024):

	Eligible Time	Normal Per Diem	High-cost Area Per Diem *
<b>Breakfast</b>	Leave on overnight trip before 8:00 AM (or return from overnight trip after 8:00 AM)	\$15	\$18
<b>Lunch</b>	Leave on overnight trip before 12:00 PM (or return from overnight trip after 12:00 PM)	\$17	\$19
<b>Dinner</b>	Leave on overnight trip before 7:00 PM (or return from overnight trip after 7:00 PM)	\$27	\$32
<b>Incidentals</b>	Overnight Travel	\$5 per night	

*High-cost Area Key City	County or other defined location	Dates in 2023	Dates in 2024
Mill Valley/ San Rafael/ Novato	Marin	Jun 1 - Oct 31	Jun 1 - Sep 30
Monterey	Monterey	Jun 1 - Aug 31	Jun 1 - Aug 31
Napa	Napa	all year	Jan 1 - Sep 30
Oakland	Alameda	all year	Jan 1 - Sep 30
San Diego	San Diego	all year	Jan 1 - Sep 30
San Francisco	San Francisco	all year	Jan 1 - Sep 30
San Luis Obispo	San Luis Obispo	Jun 1 - Aug 31	Jun 1 - Aug 31
San Mateo/ Foster City/ Belmont	San Mateo	all year	Jan 1 - Sep 30
Santa Barbara	Santa Barbara	all year	Jan 1 - Sep 30
Santa Monica	city limits of Santa Monica	all year	Jan 1 - Sep 30
Sunnyvale/ Palo Alto/ San Jose	Santa Clara	all year	Jan 1 - Sep 30
Yosemite National Park	Mariposa	all year	Jan 1 - Sep 30

## Not staying overnight while traveling away from your normal home area?

- **RECEIPTS ARE REQUIRED**
- You get meals up to Per Diem amounts (above), but RECEIPTS ARE REQUIRED and documentation of the business purpose must be included. Traveling away from your normal work area typically means traveling outside your metropolitan area (or about 50 miles one way if you live/work in an area not defined with a metropolitan area). No incidentals are paid.

Meals will be reimbursed under the following circumstances:

- Traveling without an overnight stay but away from your normal work area. An example would be flying from San Diego to Sacramento in the morning and returning to San Diego that evening. Lunch will be reimbursed because you are away from your normal work area. RECEIPTS REQUIRED.
- In this case actual costs for meals are reimbursed up to the per diem amounts. For example:
  - IF meal costs MORE than per diem → THEN per diem paid
  - IF meal costs LESS than per diem → THEN actual cost paid
- Alcoholic beverages are not reimbursable.

## Meals were provided?

- If a meal is provided at a meeting, do not claim Per Diem for that meal. If you have specific dietary needs, please arrange for this in advance.

# Travel

## Flying

- **RECEIPTS ARE REQUIRED**
- Our Travel Department will book flights on your behalf ([Travel@seiu1000.org](mailto:Travel@seiu1000.org)). If you are asked in the rare circumstance to arrange your own travel, pay for your flight far enough

in advance to get the best fares. For Southwest, that’s the “*Wanna Get Away*” fare.  
RECEIPTS REQUIRED.

## Driving

- The driver (not passengers) gets mileage to the destination and back. This doesn’t include personal side trips or unreasonably excessive miles (when compared to Google Maps, MapQuest, etc.). The mileage reimbursement is based on the IRS rate at the time of your travel.
- If driving long distance instead of flying, mileage may be limited. See [Driving instead of flying](#) (below).
- See section [Special Rules for Long-term Union Leavers](#).

### Mileage Rate

Period	Reimbursement Per Mile
2024	67.0 cents
2023	65.5 cents
2022 (Jul–Dec)	62.5 cents
2022 (Jan–Jun)	58.5 cents

## Driving instead of flying

- You get mileage to your destination and back but with a caveat. The mileage reimbursement is capped at the “*average*” cost to fly to the event.
- Example: Round trip airfare from Sacramento to Los Angeles, during the period of travel, is about \$175 (the average cost of a fare if we had booked your flight). In this case your mileage reimbursement will be capped at \$175.
- To avoid this cap, a current doctor’s note is required.

## Carpooling

- Outstanding! The driver gets to claim mileage, based on the same rules as above, in exchange for wear & tear on the vehicle. The passenger gets to sit back and enjoy the view. In no case should both driver and passenger(s) claim mileage for the same trip.

## Taxi, Uber, Lyft and Shuttle Service

- **RECEIPTS ARE REQUIRED**
- Service from the airport to your hotel, if not prearranged, should be done in the most economical manner. Hotel shuttle buses, Super Shuttle, Lyft/Uber, etc. If using a taxi, you will only be reimbursed at the lower cost options (unless you share a ride with other members) as the cost is typically 2 or 3 times higher than other travel methods.
- Tips are reimbursed when reflected on the receipt. Reimbursement is limited to \$3 on rides up to \$20 and 15% on rides over \$20.

## Parking

- **RECEIPTS ARE REQUIRED**
- Hotel parking at SBAC and Board of Directors meetings is normally paid for in advance. The cost of using valet services in those instances will not be reimbursed.
- Parking at airports should be in lots providing the best combination of cost and convenience. Economy lots are always the preference. RECEIPTS REQUIRED.
- If you prefer to take a shuttle to the airport or have someone drive you (to avoid parking and save time), you will be reimbursed but only up to the amounts you would have spent in mileage and parking charges (economy lot rates).

## Need to rent a car?

- **RECEIPTS ARE REQUIRED**
- Generally, members use their personal vehicles and claim mileage.
- If you are approved in advance for a rental car, contact our Travel Department ([Travel@seiu1000.org](mailto:Travel@seiu1000.org)) to make the reservation. If you are asked in rare circumstances to arrange your own rental car, go with the most economical vehicle

appropriate for your trip. This is typically an Economy Sedan, Compact Car or Standard.

## Need a hotel reservation for a meeting or activity?

- Hotel reservations are booked through our Travel Department ([Travel@seiu1000.org](mailto:Travel@seiu1000.org)). It will need to be pre-approved of course.
- For Cancellations, be sure to contact the Travel Department or meeting coordinator as soon as possible. If it's after hours or on a weekend, contact the hotel directly. If this isn't done, we're charged a "no-show" fee by the hotel equal to one night's stay. Those costs are potentially passed on to you.
- If you are asked in rare circumstances to arrange your own hotel, book your room as soon as possible to secure the best rates and take the most economical option appropriate for your trip. This typically is a hotel room costing \$140 or less per night and **RECEIPTS ARE REQUIRED**.

## Advances

### Need a Travel Advance?

- Advances are loans to you for estimated expenses for an upcoming event or meeting. You must clear the advance (pay back the loan) within 14 days after the expense date. You do this through the expense claim process. If your claims do not exceed your advance, you'll need to pay the difference back to Local 1000.
- Pay back your advance by submitting:
  - An expense claim, or
  - Personal check
- To get an advance, fill out an **Advance Request Form** and have it signed by the authorized party responsible for your event/trip. The IRS doesn't allow for advances more than 30 days before the expense will be incurred. They'll call this "Income" to you.
- When filling out the Advance form you'll need to explain the purpose for your request. Avoid language like "I need \$1,000 for worksite travel". Be Descriptive. For example:

- *Travel from Home/Sacramento to DMV offices in Fresno, Visalia and Bakersfield to update employees on latest issues. 2 - n i g h t hotel necessary. Itemized estimates attached.*
- *Meeting with member Kara Thompson & management at DVA Redding. Meeting with member Lisa Gonzales at DOT in Susanville. Estimates for mileage to Redding and Susanville, Per Diems and Hotel costs are attached.*
- All Advances should include an itemized list of expected costs. Attach a 2nd page if necessary.
- **Sign the form.** Because we are advancing “you” money, we need your signature on the Advance Request Form as acceptance.
- After your Advance Request Form is complete and approved, send to [Advances@seiu1000.org](mailto:Advances@seiu1000.org).

## What happens if you need an Advance but have another one that’s still outstanding or has a partial balance still owed?

- Any outstanding balances (whether from Local 1000 or your DLC) will need to be cleared before getting another advance. Clearing means providing a valid Expense Claim (or personal check).
- Exceptions are allowed if your outstanding balance is for a meeting or activity that has yet to occur.
- No one should have more than \$1,000 out at any point.
- Remember, an advance is not the end of the story. We need an Expense Claim submitted to provide the detail the IRS requires. Forms are available on Local 1000’s website (Resource Center) and at [Expenses@seiu1000.org](mailto:Expenses@seiu1000.org). Send to [Expenses@seiu1000.org](mailto:Expenses@seiu1000.org) once your claim is complete.

## Special Rules for Long-term Union Leavers

## Out on Long-Term Union Leave and driving from home to your Local 1000 office?

- Those trips are considered commutes and won't be reimbursed. An exception applies if your new commute mileage (to Local 1000) exceeds your old commute (to your existing State job). In those cases you'll get reimbursed the difference.
- Per Diems for meals are not payable unless you travel away from home and stay overnight.