

GUILD CONFERENCE REQUEST/REIMBURSEMENT FORM

Academic year

Please complete and return with receipts attached
to **David Hassett, Guild Operations Officer** within 10 days
Keep a copy for your records

Name (print) _____ Today's date _____

Location/Conference/Event Attended

Dates Attended _____ Signature _____

REGISTRATION FEE _____

TRANSPORTATION

(The Guild reimburses for the least expensive type of transportation for the particular conference).

CAR RENTAL OR MILEAGE (*check with
The Accounting Dept. for current rate*) _____

AIRLINE TICKETS _____

AIRPORT SHUTTLE _____

PARKING FEES _____

HOTEL _____

MEALS (\$30/day maximum) _____

MISCELLANEOUS EXPENSES (please itemize) _____

Total \$ _____

PLEASE ESTIMATE THE PERCENTAGE OF TIME SPENT ON

1. Members-only benefits, legal services only open to members, or preparation for & attendance at member-only social events
2. Political action, including endorsements and PAC activities
3. Membership recruitment & helping other locals
4. Good & welfare activities, including the Teihet and other scholarship funds, and donations
5. Training & meetings, including AFL-CIO functions, to the extent that they are nonchargeable
6. Lobbying that is not directly related to collective bargaining at the local level
7. Public relations
8. Attendance at CFT State & Executive Councils, to the extent that they are nonchargeable
9. Union publications or website to the extent that they report on the above 8 items

THESE ITEMS ARE NOT CHARGEABLE TO REDUCED FEE PAYERS: _____ %

Fold along lines and staple and return in US Mail or place in Guild mailbox

Affix stamp

ATTN: DAVID HASSETT, OPERATIONS OFFICER of LOCAL 2276
GLENDALE COLLEGE GUILD
1500 NORTH VERDUGO ROAD
GLENDALE, CA 91208
