

# SALARY, LOST TIME AND EXPENSE VOUCHER

UNITED STEELWORKERS OF AMERICA

AFL-CIO•CLC

CHECK # \_\_\_\_\_

CHECK DATE \_\_\_\_\_

LOCAL UNION NO. \_\_\_\_\_ DATE \_\_\_\_\_

NAME (print) \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

DEPT. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

Date	Hours Lost	Rate Per Hr.	Reason for Lost Time	Gross Wages	Taxable Expenses	Cash Book Column

TOTAL HOURS	Gross Wages (1.3% x Gross = dues W/H) _____	TOTAL GROSS
	Taxable Expense (Do not W/H Dues from this fig.) _____	
	Total Taxable Earnings (Withhold all Taxes from this total) _____	
	Less:	
	11 Social Security Tax _____	
	11A Medicare Tax _____	
	12 Federal Income Tax _____	
	13 State Income Tax _____	
	14 Other Deduction _____	
	15 Other Deduction _____	
15A 1.3% x Gross = Dues Withheld _____	Net Wages (After Taxes and Dues Withheld) _____	
	Expenses (Non Taxable) Plus _____	
	Total Amount Paid = (Amount of Ck Col 10) _____	

## (Non-Taxable) EXPENSE VOUCHER (MUST BE ITEMIZED)

Date	From	To	Travel	Meals	Hotel	Misc. Exp. Phone
TOTALS						

MEETING DATE APPROVED: \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PERIOD COVERED: FROM \_\_\_\_\_ to \_\_\_\_\_

(IF MORE SPACE IS REQUIRED USE ADDITIONAL FORMS AND ATTACH)

## **IMPORTANT: AUTHORIZATION OF LOST TIME AND EXPENSES**

In some locals there has not been compliance with the provisions of the Constitution requiring authorization by the membership of all expenses of the local. Although, in most cases, a general financial report is made at each meeting, individual lost time expenses have not been read. It is possible to get prior authorization for all other expenditures since payment of such bills can be held up until the next meeting or there will be prior knowledge of these future expenses. However, when the payment of lost time falls within a pay period prior to a membership meeting most locals will pay that expense. Nevertheless, these individual payments should be brought up for approval at a subsequent local union meeting.

Our suggestions regarding lost time paid to grievance committee would be:

- (a) There should first be an adequate explanation of the problem to the membership explaining the grievanceperson cannot wait for their wages.
- (b) A strict check by the proper officers and/or head grievanceperson on actual time lost should be made, if possible, through company records and/or pay stubs of the committee person.
- (c) Under no circumstances should a total of grievance committee expenses be read to the membership. The individual's lost time for each month should be read to the members for their information and discussion if they see fit. This permits the membership to control the handling of grievances in case they feel that some committee person is wasting the time or the money of the local union. In other words, the purpose of a grievance committee person is to service the local union whenever the need arises and they should be confident that their lost time will be paid by the local. However, the final control remains with the membership and sufficient information must be presented to them in an orderly fashion so that the facts are clear.

### **AUTHORIZATION**

Salary, lost time, and expenses paid by the Local Union must be properly authorized by the members and must be consistent with the By-Laws, the Constitution and the policies of the United Steelworkers of America.

Under no circumstances is it permissible for a payment of salary, lost time or expenses to be made without being supported by an adequate Salary, Lost Time and Expense Voucher. (See Form 7894)

### **REQUIREMENTS**

Salary, Lost Time and Expense Vouchers are designed to support and document claims by members for legitimate payment of salary or reimbursement of lost time and expenses.

Members making such a claim must obtain a voucher from their Local Union and supply the information outlined in Form 7894, with particular emphasis on the following:

Date of Lost Time (each day claimed must be entered individually)

The hours of Lost Time claimed each day

Hourly rate

Adequate explanation of the union function which required the lost time (including the case number of any grievance or arbitration and such other details as may justify the claim)

Total gross rate

Expenses claimed on a daily basis with justifiable explanation

Receipts supporting expenses must be attached

**The member making the claim must sign the voucher.**

**Vouchers that do not give sufficient explanation to justify the expense must not be paid.**

### **APPROVAL AND AUDITS**

In Local Unions which require the vouchers to be approved by a Local Union Officer or Committee Chairperson prior to payment, the voucher should be approved **before** payment is made by the Treasurer.

The trustees must examine all the Salary, Lost Time and Expense Vouchers in conjunction with their quarterly audits. Salary, Lost Time and Expense Vouchers must also be submitted for audit by the International Office.

### **TAX REQUIREMENTS**

All tax requirements in connection with the payments of lost time and salaries must be complied with.