TRAVEL AND EXPENSE POLICY

Brotherhood of Locomotive Engineers and Trainmen

California State Legislative Board

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TRAVEL/EXPENSE POLICY PURPOSE AND ENFORCEMENT

Pursuant to recommendations received from the National Division, the California State Legislative Board has developed a travel/expense policy to provide CSLB business travelers with a reasonable level of service and comfort.

The purpose of this document is to ensure that officers and employees have a clear understanding of the policies and procedures for business travel and entertainment expenses incurred on CSLB's behalf:

- The CSLB will reimburse employees/officers for all reasonable and necessary expenses while traveling on authorized organization business or while attending local authorized meetings.

- The CSLB assumes no obligation to reimburse officers/employees for expenses that are not in compliance with this policy

- The CSLB is responsible for the payment of travel expenses for only its officers and employees. Therefore, if a family member(s) accompanies a CSLB officer or employee, the accompanying family member(s) or acquaintance(s) travel expenses are of a personal nature and payment will be the responsibility of the officer or employee.

Any questions, concerns or suggestions regarding this travel policy may be directed to the State Chairman.

RAIL, AIR TRAVEL AND TRAVEL BY COMMON CARRIER

The general policy of the CSLB is that all domestic rail or air travel should be by coach or business class unless the officer has been authorized in writing to travel at a higher class by the State Chairman. In all situations, the officer should attempt to schedule travel at the lowest fare possible; i.e. advance scheduling. If authorized to travel at a higher class, the officer must note such in the remarks section of the Expense Report. An exception may occur in situations involving travel that is four hours or more continuous flying time, or overnight train travel, where the officer may travel at a higher class. The CSLB is responsible for the payment of travel expenses for only its officers while on CSLB business. Therefore, if family members accompany you, their travel expenses are of a personal nature and payment will be your responsibility.

USE OF FREQUENT FLIER MILES

Officers may use their frequent flier miles for business travel when air fare is extremely costly. If the officer should elect to do so, he/she may claim payment in an amount equal to the lowest logical air fare of a three-week advanced booking, although that flight will not be used. Such payment claim will be considered earnings and subject to taxes.

AIRLINE CLUB MEMBERSHIP

If approved by the CSLB Executive Committee, an Officer may purchase an annual membership to one airline club to allow him to perform his duties in a thorough manner (e.g., make telephone calls, access the internet, use meeting rooms, perform conference calls, etc.). In turn, this ultimately benefits the membership. The membership fees will be reimbursed only for the officer and no one else.

LODGING EXPENSES

Hotel accommodations should be comfortable but not extravagant. Moreover, it is the policy of the CSLB to patronize union facilities whenever possible. Therefore, if you are unable to determine if a hotel/motel is union represented, it is strongly recommended that you contact a BLET affiliate or IBT affiliate in the area to determine what union represented hotels/motels are available. When making reservations, be sure to ask for the lowest available union/corporate rate.

Officers should not stay in a suite at any hotel/motel unless: (i) the hotel/motel is an 'all suites' facility; or (ii) advance approval is obtained from the State Chairman because of special circumstances of a particular meeting.

CASH TIPS

Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts will be reimbursed. Tips must be reasonable, and any unusual amounts must be explained. Reasonable tips are reimbursable where the charge is properly documented. Generally, tips should be based on the performance of the service and must be documented per event. No blanket tips will be reimbursed.

RENTAL CARS

Generally, union represented rental companies should be patronized whenever possible. Payment may be made through use of the CSLB issued credit card or reimbursement may be requested. When CSLB officers travel together or work on the same assignment, whenever possible, only one car should be rented.

In addition, travelers should check with the rental car agent for any promotional rates, last-minute specials or free upgrades. At the time of rental, the car should be inspected, and any damage found should be noted on the contract before the vehicle is accepted. To avoid additional charges, every reasonable effort must be made to return the rental car intact, on time and with a full tank of gas.

Officers may book rental cars in the full-size category, except for the following situations:

- when the traveler can be upgraded at no extra cost;
- when two or more employees or officers are traveling together;
- when cars in the authorized category are not available; or

- when transporting excess baggage such as booth displays.

Rental cars should be utilized only where the officer expects to incur a significant amount of business miles in connection with her or her assignment. Accordingly, as a benchmark, if you expect that your total daily mileage will not exceed 25 miles, or your total weekly mileage will not exceed 125 miles, it is expected that you will utilize public transportation or taxi service in lieu of renting a car. However, we recognize that you will encounter situations where you need a rental car, in spite of not meeting the minimum mileage guidelines. Where an exception such as this occurs, you must provide an explanation in the remarks section of your Expense Report.

When practical, the fuel service option should be declined. When a fuel service option is declined, it is important that the vehicle be returned with a full tank of gas. Payment for gas may be made through use of the CSLB issued credit card or reimbursement may be requested.

Traffic violation fines and parking fines incurred while on CSLB business will be the responsibility of the officer when using a personal or rental automobile. Any exception will require approval from the Executive Committee.

OTHER TRANSPORTATION

PERSONAL CAR USAGE GUIDELINES

Officers/employee may use their personal vehicle for business purposes. Personal vehicles will not be covered by CSLB provided insurance. Officers/employees will not be personally covered by CSLB provided insurance in regard to third party liability. It will be the responsibility of the officer/employee to carry insurance coverage for their personal vehicles.

REIMBURSEMENT FOR PERSONAL CAR USAGE

Officers/employees will be reimbursed for business use of personal cars (i.e., driving from home to and from airport) at the same rate as the standard automobile mileage reimbursement rate set by the IRS which is presently 58 cents per mile. They will not be reimbursed for any repairs to their personal car resulting from business travel. To be reimbursed for use of their personal car for business, travelers must provide attached a MapQuest type document documenting exact mileage from the beginning point of travel and the ending point of travel.

TELEPHONE USAGE

CELLULAR PHONE USE

Full time officers of the CSLB may be provided with CSLB direct bill cellular phone equipment and cellular telephone service. That equipment and service may include PDA type devices such as a Blackberry or Palm. It is expected that the CSLB provided cell phone will be utilized for all phone service while the above noted officers are conducting business away from their office phone. In the event cellular service is not available while away from the office, Officers/Employees will be reimbursed when using their personal telephone

calling cards or home phone for business phone calls, provided an original copy of the phone bill is attached to the expense report. The CSLB instructs all Officers/employees to refrain from using any Union issued cell phone while driving any vehicle on either Union business or personal business, as the CSLB will not be liable and disclaims any and all responsibility for any accidents or other claims related to any accident which may occur if any Union issued cell phone is in use when a vehicle is being driven.

PERSONAL PHONE CALLS

Officers/employees will be reimbursed for personal telephone calls while traveling on business. It is also understood that CSLB provided cellular phones may be used for minimal personal use when travelling and when in town so long as the monthly minutes provided in the cellular phone plan are not exceeded. It is also understood that the CSLB provided cellular phones may have data plans for business use. Any personal usage that exceeds the monthly minutes provided our data limits must be paid by the officer.

HOME OFFICE SECRETARY TREASURER

The Secretary Treasurer may be provided with CSLB direct bill business/fax phone line for his/her home office. The Secretary Treasurer may also be provided with a high speed/broadband internet service for his/her home office. It is also understood that CSLB provided internet service may be used for minimal personal use.

BUSINESS MEALS AND ENTERTAINMENT EXPENSES

MEAL EXPENSES

Officers/employees will be reimbursed for personal meals when traveling out of town on union business and when conducting business activities in town and out of town based on the following guidelines:

Meal	**Allowance**
Breakfast	$30.00 per person
Lunch	$40.00 per person
Dinner	$100.00 per person

Supporting documentation must indicate the business purpose for the expense and must identify each individual involved by full name and title. Business meal expenses will be reimbursed, or may be charged to the BLET CSLB issued credit card, based on actual expenses, limited to the amounts set forth above. The limits are specific to the intended meal and may not be combined in any way.

If there are circumstances where the maximums are not sufficient for a particular need, the officer/employee must obtain approval to exceed the limitation from the State Chairman or the Secretary Treasurer. Such approval must state the reasons for exceeding the established maximums. Approval to exceed the business meal dollar limitation must be attached to the Expense Report.

A valid receipt evidencing the actual purchase of each meal claimed for reimbursement, including the itemized receipt where available, must be submitted with the officer/employee's expense report. Whenever feasible, meals should be paid for using the officer/employee's direct bill credit card, or personal credit card.

Tips included on meal receipts will be reimbursed, provided they are no more that 20% of the total bill. Any tips considered excessive will not be reimbursed. As a general rule, travelers should not tip more than they would on a personal trip.

Meals purchased in conjunction with in town and out of town business discussions can qualify for reimbursement if the proper reporting procedures are followed. The broad guidelines reviewed in the previous section should be observed. In addition, the business purpose of the meal along with the name(s) of each individual provided for and their business relationship should be included on the expense report.

ENTERTAINMENT EXPENSE

Permissible entertainment and related charges can be incurred while in the company of members, National Division, Local Division, General Committee and Legislative Board officials, employers, and others in the course of conducting CSLB official business. Supporting documentation must indicate the business purpose, number of attendees, estimated costs and type of function.

PAYMENT METHODS / CREDIT CARD POLICY

CSLB ISSUED CREDIT CARD

State Chairman may be issued a CSLB direct bill credit card with the approval of the CSLB Executive Committee. The CSLB will absorb the annual fee for all CSLB issued credit cards. CSLB issued credit cards may not be used for personal expenses and subject to CSLB credit card policy.

CREDIT CARD POLICY
Effective November 2018

Per Executive Committee action the CSLB is authorized to secure and utilize a credit card for the purpose of travel expenses and reoccurring charges requiring a credit card to be available.

The CSLB authorizes only one card to be issued to the Board for use by the Chairman Only. The credit card will be used only in conjunction with official union business for office supplies, services, purchases, and travel expenses in connection with union travel only. Purchases either must be approved by the Executive Committee or the CSLB Bylaws. Executive Committee approval may be made by email or other electronic methods.

The card will not be permitted for adult beverage purchases other than 1 Beverage with meals with members of the board, official meetings, functions, or training events. While the card is used for travel, accommodations must be made in coach or economy travel. Upgrades purchased

separate are permissible but only at personal expense. Hotel accommodations should take every effort to reserve at Union properties. If no union Property is available then Hotel lodging should be kept reasonable and in a location that affords the traveler safe and sanitary conditions with reasonable amenities such as internet, coffee maker, refrigerator, microwave, private restrooms facilities.

The Card is PROHIBITED to have Cash withdrawal options. All rewards must be reverted to the card or CSLB General fund.

All charges to the card must have accompanying Itemized receipts. Names & Titles, Locations, Events, Gratuity for exceptional service is considered customary but must never exceed 25%.

Any charges that do not have appropriate documentation i.e. "Itemized notated receipts" or charges not permitted by executive committee action or CSLB bylaws, BLET Bylaws, or IBT Bylaws shall be deducted from the Chairman's wages.

Should reason to abolish the card or suspend its use become necessary, the chairman shall immediately surrender the card to the Secretary /Treasurer in person who shall present the Chairman a receipt for the card stating the date and time the card was released to him/her. The chairman will at that time no longer be legally liable for charges made on the card. The S/T will destroy the card and in the case of a new chairman have a new card issued with new numbers.

BUSINESS USE OF PERSONAL CHARGE CARD – EXECUTIVE COMMITTEE

Officers of the CSLB will be reimbursed for business-related expenses on their personal credit card provided proper documentation is submitted no later than the end of the month following the month the expense was incurred. CSLB Officers will not be reimbursed for annual fees on personal charge cards or interest charges. All business-related expenses must be preapproved by the chairman.

BUSINESS USE OF PERSONAL CHARGE CARD – OTHER THAN EXECUTIVE COMMITTEE OFFICERS

Employees and Members who are not Officers of the CSLB Executive Committee will be reimbursed for all approved expenses incurred when instructed by the CSLB to work from home or to travel for CSLB union business. This will apply provided proper documentation is submitted to the CSLB no later than the end of the month following the month the Officer incurs expense. Incurred personal credit card expenses and cash expenses will be reimbursed subject to the approval of the CSLB Chairman and the Secretary Treasurer.

CORPORATE CARD BILLING AND PAYMENT RESPONSIBILITY

Monthly statements for CSLB issued credit cards will be direct billed to the CSLB Secretary Treasurer who will make remittance to the credit card company. The Secretary Treasurer will

give the Chair the monthly charges, the Chairman will then present the receipts to the S/T who will reconcile the charges on each monthly credit card statement and show the charges as part of the filing of the CSLB monthly expense report.

Lost or stolen corporate cards must be reported immediately to the Credit Card issuer and to the Secretary/Treasurer as the unauthorized use of stolen cards is greatest in the first few hours after the theft.

When any State Chairman of the CSLB is Removed from Office thru election, retirement, or other reasons all CSLB issued credit cards must have a final reconciliation and must then be cancelled in compliance with the standing CSLB policy.

EXPENSE REPORTING

All Officers/employees must submit a completed Expense Report to the CSLB on a monthly basis which records all travel expense for each trip or business meeting.

All travel and union related business expenses must be authorized by the State Chairman in advance. All supporting documentation must be attached to the Expense Report. A properly completed Expense Report will document the following items:

1. Name and title of traveler.
2. Date of trip(s) or meeting(s)
3. Description of business purpose of all trips or meetings
4. Location(s) of meeting(s)
5. Each expense item should be listed on the Expense Report

6. Each meal should include the following if a meeting was held during a meal.
    a. Date.
    b. Name of facility.
    c. List of participants.
    d. Business purpose.
    e. Original receipt, including the itemized receipt where available, must accompany the expense report.
    f. Each meal must be identified as breakfast, lunch, or dinner, regardless if a meeting was held during the meal.
7. Requests for mileage reimbursement must include reimbursable miles and must be properly documented. I.E. MapQuest, Google Maps, etc.
8. Airfare must include the original receipt for travel or some other evidence of travel.
9. Original hotel receipts must be attached to the expense report.
10. Hotel receipts that included charges for meals must include:
    a. Date.
    b. Name of facility.
    c. Identify which meal of the day.
    d. List of participants (full name and title)
11. Rental car receipts must be attached.

Only original receipts will be accepted. Unless there are extenuating circumstances, photocopies and faxes will not be considered as supporting documentation. The CSLB will not accept for reimbursement any credit card receipts or other receipts (for hotel, meals, etc.) which have been issued in the name of any person other than the officer/employee, unless an explanation is furnished that the expense was actually incurred by the employee himself, and a reason is provided why the expense was not charged by the employee. The expense report is due and must be submitted no later than the end of the month following the month the Officer/Employee Performs service or ensures expense and must be approved by the State Chairman and Secretary Treasurer.

TRAVEL DAYS

As a general rule, unless there are multiple meetings on more than one day, or if an employee travels by automobile, officers/employees should have no more than one (1) 'travel in day' for travel to a meeting location, that is, the day immediately before any scheduled meeting or event. And, there should be no more than one (1) 'travel out day' for return travel from a meeting to the officer/employee's home station, that is, the day immediately following the meeting or event. If an Officer/employee 'travels in' to an event one or more days which are before the day preceding a scheduled event or meeting (for example, 'travel in' on a Saturday for a meeting scheduled to begin on the following Monday), the Officer/employee must assume personally the lodging and meal expenses for that additional day or days. Exceptions must be approved by the State Chairman or Secretary Treasurer.

UNION SPONSORED AND/OR CHARITABLE EVENTS

The CSLB will pay for an officer/employee's attendance and related travel expenses at union sponsored events and charity events, such as tribute dinners, scholarship events (i.e., the Rail Craft Scholarship Golf Tournament, Teamsters JRH Scholarship Event, etc.), and other events which have a charitable purpose or CSLB purpose, provided that approval is obtained from the CSLB Chairman or Executive Committee. All registrations for such events must be sent to the CSLB Office for consideration and approval.

ITEMS OF A PERSONAL NATURE

The CSLB will pay or reimburse its officers/employees for all reasonable business-related expenses. Expenses of a personal nature will not be paid or reimbursed. The following are examples (not all inclusive) of non-reimbursable personal expenses:

- Travel expenses for any kind of family member or acquaintances
- Meal expenses of family members or acquaintances (unless the meal is part of a Union sponsored event or dinner)
- Exercise, work-out, health club, spa charges
- In-room movies
- Laundry/dry cleaning charges
- Mini bar charges
- In-room safe charges for personal items

Employee Documentation on File

No officer/Employee/or member of the CSLB will be paid any wages without a valid W-4 & I-9 on file. Any member submitting any Expense Claim Must comply or claim with be denied and a delay or complete denial of the claim may occur. The CSLB will not be held liable for failure to comply.

Any and all exceptions to above noted conditions of the Travel/Expense Policy for the CSLB must be approved by the CSLB Executive Committee.

Approved, adopted, and/or ratified this 8 day of May 20 19, by the Executive Committee, California State Legislative Board, Brotherhood of Locomotive Engineers and Trainmen, International Brotherhood of Teamsters - Rail Division

CSLB State Chairman

CSLB Secretary-Treasurer

Jose Vargas – Short lines - PHL

Josh Faulkner – BNSF

Rob Tuttle - UPRR

Richard "Ricky-Rod" Rodriguez – Passenger Rail – Amtrak – Metrolink - Caltrain