

Name	Public Chapter / Committee (ie. DCF, MRC, COPE, etc.):	Attach Receipts Here
Home Address	Private chapter: (Higher Ed, Childcare, Agency Name, etc):	
City, State, Zip	Union position (ie. JEB, Chpt. Officer, Stew., Cmte. Off. etc.):	
WK Location	Others:	
Day Phone (+area)		

Please click the [Google Map Link](#) and find your mileage: ---> [Google Map Link](#)

\$0.545 /mile Eff 01/01/18

Date/Time	Purpose (ie: JEB, Chpt Bd, cmte.etc)	List starting city>end city>return city (where appropriate)	miles	parking	tolls	meals	child	trip total	office use
								-	
								-	
								-	
								-	
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								-	
								-	

Sub Total	\$ -	
COPE contribution (enter amount)	COPE	
Total	\$ -	

Instructions: You are responsible for following these.

- Original receipts required for meals, parking, childcare, tolls, and bus fare. Attach Receipts.
- Receipts not required for MBTA or parking meters.
- We do not pay if item is submitted more than 90 days after event.
- Use a separate form for each month.
- Mileage may be charged only if you drive to event.
- Answer all appropriate questions.
- Obtain verifying signatures. Do not sign both lines. Verifying signer must confirm your presence at claimed event.
- Local 509 reserves the right to accept, reject, or return the claim for greater detail.
- Print form, sign, obtain verifying signature, attach receipts and submit to: Treasurer, **SEIU Local 509, 293 Boston Post Road West, 4th Floor, Marlborough, MA 01752**
- Join the fight. Please check-off for COPE/Political Action
- Max.reimbursement is: parking-\$28, dinner-\$11, lunch-\$8, breakfast-\$4

COPE fightback:

Signature _____
 Verifying Signature _____
 (Chapter Pres., Field Rep. etc.)

The Local shall reimburse for meals in the following circumstances:
 *** A member is traveling more than 50 miles from their home/home office for union business; or
 *** A member is traveling on union business for more than six (6) consecutive hours.