



NEGOTIATIONS REIMBURSEMENT FORM

Use this form to summarize negotiation expenses that are eligible for reimbursement by CSEA, Inc. (Refer to the 'CSEA Negotiations Reimbursement Policy' on reverse).
 Submit a separate Negotiations Reimbursement Form at least every six (6) months summarizing the eligible negotiation expenses incurred to date.

BARGAINING UNIT NAME: _____

ELECTION UNIT NUMBER: LOCAL# _____ UNIT# _____

CONTRACT PERIOD: _____

NAME OF UNIT PRESIDENT: _____

OF EMPLOYEES COVERED BY CONTRACT: _____

SIGNATURE: _____ DATE: _____

• NEGOTIATING TEAM EXPENSES •

Enter the total expenses incurred to date by each team member in the appropriate column(s) below.

NAME (attach vouchers)	MEALS	MILEAGE	TOLLS / PARKING	OTHER
TOTAL:				
1100- 1110- A13__-	53311	53411	53499	

• OTHER NEGOTIATING EXPENSES •

Enter the total expenses incurred to date from each vendor in the appropriate column(s) below.

VENDOR (attach receipts)	PRINTING BALLOT/CONTRACT	POSTAGE	MEETING COSTS	OTHER
TOTAL:				
	54213	56511	5511__	

For UNIT or LOCAL TREASURER Use Only

Date Requested : _____ PAY TO UNIT LOCAL
 Name of Treasurer: _____
 Mailing Address: _____

 Signature: _____ Date: _____

OK TO PAY

DATE

For CSEA FINANCE DEPT Use Only

DATE: _____ AUDITED BY: _____ SOB: CSEA INVOICE #: _____
 SUPPLIER #: _____ TYPE: STANDARD SITE: CSEA INV DATE: _____
 INV AMT: _____ SEP CK: Y / N TERMS DATE: _____ TERMS: ON RECEIPT
 G/L DATE: _____ CK STUB: NEGOTIATIONS REIMB UNIT
 PAY GROUP: GENERAL PAYMENT METHOD: CHECK HOLD: N / Y-APPROVAL

CSEA NEGOTIATIONS REIMBURSEMENT POLICY

1. The purpose of the CSEA Negotiations Reimbursement Policy is to reimburse subordinates for specific costs incurred to negotiate their employment contracts. These are the costs of official negotiating sessions and the costs of ratifying the negotiated contract:
Official negotiating sessions include negotiations, mediations and fact-finding meetings with management (a caucus of team members is NOT included).
Costs of ratifying the negotiated contract include costs for a membership meeting to present the tentative agreement as well as the cost to conduct the meeting where the contract is voted on. This includes the cost of the venue and refreshments, as well as costs of printing and mailing of ballots (if used), and/or voting machines if rented. Also included are the costs of printing and mailing the ratified contract.
2. The Negotiations Reimbursement Form is used to SUMMARIZE the already paid expense vouchers of individual Negotiating Team members as well as any other expenses incurred for official negotiation sessions and ratification of the contract. The individual team member vouchers substantiating expenses for travel must be included with the Negotiation Reimbursement Form as well as receipts for costs associated with ratification of the contract. To substantiate the claimed expenses include notices, emails, or announcements for each session, mediation or fact-finding meeting held with management, along with sign-in sheets, as well as a copy of the notice(s) to members regarding how, when, where the ratification of the contract will take place..
3. CSEA reimburses for expenses incurred by Negotiating Team members to attend official negotiating sessions with management provided an expense voucher is properly completed by the member. Mileage at the current IRS mileage rate, meals at the current CSEA Board of Directors approved meal allowance rates and receipted tolls and parking may be claimed. Meal allowances are reimbursed only if the nature of the official negotiating sessions necessitated the team member being away from home or normal job location at the meal hour and a meal was not provided. Additionally, the time of arrival to and departure from official negotiating sessions must be indicated on the individual team member's voucher to substantiate the meal allowance claimed. It is anticipated that most negotiations should incur no lodging expenses, little mileage and minimal meal charges.
4. CSEA will reimburse Units directly, unless requested otherwise, in which case the Local will receive the check and will reimburse the Unit. The Unit/Local is responsible for reimbursing all negotiating team members at the time they initially submit their expense vouchers and for paying the costs associated with ratifying the contract at the time the expense is incurred.
5. The Unit President must ensure the 'Negotiating Team Expenses' and 'Other Negotiating Expenses' sections of the Negotiations Reimbursement Form are completed properly and must sign and date the form. The completed form and all documentation is then forwarded to either the Unit or Local Treasurer who must review the accompanying individual expense vouchers, receipts and notices to ensure accuracy and complete the 'For UNIT or LOCAL TREASURER Use Only' section, signing and dating the form. The completed form and all documentation is then forwarded to the Statewide Treasurer for processing.
6. It is not necessary to wait until the contract is ratified to submit a Negotiation Reimbursement Form. Submit a Negotiations Reimbursement Form at least every six (6) months during negotiations and, if necessary, within six (6) months of ratification of the contract. Negotiation Reimbursement Forms received six (6) months after expenses are incurred will not be paid.
7. The subordinate must use its own rebated funds to pay for the following expenses incurred during negotiations: Team member meetings, travel expenses incurred by team members to develop strategies and discuss proposals, and membership meetings to update the members regarding negotiation and contract status. These expenses are considered a primary use of rebated funds, and as such are not reimbursed by CSEA.