

State Vocational Federation of Teachers

REIMBURSEMENT POLICY (REVISED 5/15/08)

ELIGIBILITY: The following individuals are eligible for reimbursement:

- *SVFT Officers*
- *SVFT Executive Union Representative*
- *SVFT Union Representatives*
- *SVFT Committee Members*
- *SVFT Convention Delegates*
- *SVFT Arbitration Witnesses*
- *SVFT Members conducting pre-approved union business*

GUIDELINES: Expenses incurred while conducting business in accordance with the Constitution and By-Laws of the State Vocational Federation of Teachers will be reimbursed. Union business can be pre-approved by the SVFT President or SVFT Executive Council.

STIPENDS: The SVFT Officers shall be paid an annual stipend. The stipend will be calculated by applying the following percentage to VS 03 Step 11 of the collective bargaining agreement:

President	12.2%
Vice President	10.2%
Executive Union Representative	10.2%
Treasurer	10.2%
Secretary	6.1%

The SVFT Officers' annual stipend shall be paid in quarterly installments in November, February, May, and August.

THE FOLLOWING WILL BE CONSIDERED REIMBURSABLE SVFT BUSINESS:

I. **Mileage, Parking, and Tolls** - for attendance at:

1. Executive Committee Meetings
2. Executive Council Meetings
3. SVFT Committee Meetings
4. Conventions
5. Grievance Hearings
6. Pre-Arbitration Hearings
7. Arbitrations
8. Prohibited Practices
9. Union Approved Training Sessions
10. Other Activity Approved by the SVFT President or SVFT Executive Council.

- Note: a. Mileage will be reimbursed at the federal government mileage rate per mile.
- b. Actual odometer readings must be used
- c. Mileage must be calculated from departure destination to function and from function to destination.
- d. When car-pooling, only one mileage voucher will be honored.

II. **Convention Expenses**

The SVFT will attempt to provide full reimbursement to convention delegates for travel, hotel, and meal expenses associated with attendance at the conventions of affiliate organizations.

SVFT budget constraints may result in the partial reimbursement of convention expenses.

- Note: a. Travel and hotel arrangements must be authorized by the union office.
- b. The meal allowance is a flat rate of \$50.00 per day.
- c. Car rental while attending a convention must be approved by the SVFT President.

III. **Meals**

Any SVFT officer will be entitled to the provisions of II, b.

With the approval of any SVFT officer, any member serving on a committee is entitled to a \$25 meal allowance.

IV. **Phone**

Phone charges incurred in the administration of union business will be reimbursed.

- Note: a. Anyone seeking reimbursement for phone charges is required to submit a reimbursement form detailing the date, phone number, nature of call, and the amount to be reimbursed.
- b. No personal phone calls are to be billed to the SVFT.

V. **Postage**

Postage charges incurred in the administration of union business will be reimbursed.

Note: Follow reimbursement procedure outlined in IV, a.

VI. **Gifts**

No gifts will be accepted by the officers.

VII. **Donations**

- Donations must be approved by the Executive Committee before consideration by the Executive Council.
- Requests from SVFT members must be for donations that directly impact SVFT members.
- Requests from affiliates will be considered.
- As per past practice, donations to Skills USA will be directly to members who serve as chaperones or advisors to help offset personal costs.

VIII. Dues Reimbursement

SVFT Building Representatives shall be eligible for reimbursement of union dues. Attendance at eighty percent of Executive Council meetings during the school year will result in full reimbursement of union dues for all of that school's building representatives. Less than eighty percent attendance will result in the reimbursement of union dues being prorated for all of the building representatives from that school.

IX. Other

Items not covered by this policy will be evaluated on a per item basis by the SVFT President and SVFT Treasurer.