

Education Minnesota, Lewiston-Altura Financial Operating Policies

EXPENSE REIMBURSEMENTS AND PAYMENT OF BILLS

It shall be the policy of the Lewiston-Altura local that the treasurer of authorized to pay all bills upon receipt of an expense reimbursement form (with all receipts attached) that is properly completed and signed by the member. The local will not advance member's money. All original receipts (i.e. airfare, parking, food, hotel, taxi) where reasonably possible, shall be attached to the expense reimbursement form when a member is requesting reimbursement of expenses. Our guideline is: "No Receipt – No Money!" If a receipt is lost, an explanation must be provided on the expense reimbursement form. Expense reimbursement beyond or not delineated in these policies must have prior approval from the local.

SIGNATURES ON CHECKS

It shall be the policy of the Lewiston-Altura Local that both the treasurer and president shall sign expense reimbursement forms. When both signatures are on the expense reimbursement forms, then only the treasurer's signature will appear on the checks.

INVESTMENTS

It shall be policy of the Lewiston-Altura Local that the treasurer and the executive board be authorized to invest monies whenever it seems reasonable to do so and to report this to the membership.

PAYMENT OF DUES

It shall be policy of the Lewiston-Altura Local that to maintain membership in good standing, the following payment of dues shall be in effect:

Option 1: Payment of dues through payroll deductions.

Option 2: Payment of dues in cash prior to January 15th of the fiscal year.

MEAL ALLOWANCE

It shall be the policy of the Lewiston-Altura Local to reimburse meal expenses using the current rates established by Education Minnesota.

DONATIONS AND CHARITABLE CONTRIBUTIONS

It shall be policy of the Lewiston-Altura Local to hold membership in and /or contribute to scholarships, charities, and organizations, which advance the cause of public education, children and members. The Lewiston-Altura Local Executive Board shall review and make recommendations for donations/contributions to the full membership for approval. An annual report of money spent on charities, scholarships, and organizations shall be provided to the full membership.

ATTENDANCE AT CONVENTIONS, CONFERENCES AND WORKSHOPS

It shall be the policy of the Lewiston-Altura Local that members must submit a completed reimbursement expense form, accompanied by original receipts. Individuals will only be reimbursed for actual

expenses incurred. No reimbursements will be made without the actual receipts. When possible, the treasurer will pay in advance the member's registration fees, hotel deposits, etc. directly to the agencies involved. The Lewiston-Altura Local will pay for one-half of the room rate and all meals except those paid for by the sponsoring organization. Itemized miscellaneous and extra ordinary expenses will also be reimbursed.

PAYMENT OF STIPENDS AND HONORARIUMS

It shall be policy of the Lewiston-Altura Local to pay stipends and honorariums annually by June 1st or on the date of the last scheduled meeting of the members. If there is a resignation in a position for which a stipend or honorarium is paid, the fee will be prorated for the time served. Negotiator stipends will be paid in full over two fiscal years.

MILEAGE RATE

It shall be the policy of the Lewiston-Altura Local to set the mileage rate at the current IRS rate on September 1st. Once established, the reimbursement rate will remain in effect until the following August 31st. The reimbursable rate will not be higher than the IRS rate.

FAIR SHARE FEES

It shall be the policy of the Lewiston-Altura Local to collect Fair Share Fees from all non-joiners of the Local that are employed in a position included in the bargaining unit. Further, the amount of the Fair Share Fees shall be the maximum allowed by Minnesota Statute. Payroll deduction for Fair Share Fees will begin no later than 15 days from date of their employment.