

Instructions to Calculate and Submit Reimbursement Requests to the Human Rights Department

To prepare a request for reimbursement by the Human Rights Department to a local, you will need to compile the documents as indicated below. If you do not know the appropriate codes then Joseph McCue will add them for you before he presents the submission to Melissa Matos, Director, for signature. Then her assistant, Anthony Wade, will scan the request into PN3.

All locals should submit required documentation ASAP after the conclusion of the event. Please note, requests will not be paid after the 90 day window of that event.

**** Important: All requests must be within the confines of the approved budget and pre-approved by HR Director Matos*****

1. Compile documents for reimbursement in the following order

- ✓ Cover letter from the Treasurer on your Local's letterhead with a one or two sentence paragraph explaining the reason for the reimbursement request, e.g., Activist Jane Doe attended a Fight Forward training in Atlanta, GA.
- ✓ One page short spreadsheet displaying all the various expenses with dates, calculated mileage at .58 cents per mile, and taxes for wages calculated at 7.65% for most states; for California please use 8.55% tax rate.
- ✓ Copy of Employee's paycheck and pay stub, along with any other associated sign in sheets, etc.
- ✓ Legible copies of receipts – *Meal receipts must be itemized*. Photocopied receipts are preferred since they eventually get scanned into PN3. Please keep the original receipts for your records.

2. Assemble submission to HQ as follows:

1. Cover Letter
2. Spread Sheet (with calculated wage taxes and mileage)
3. Paycheck/pay stub
4. Copies of receipts

3. Mail contents of #2 to the address below...or...scan into a .pdf file and email the submission to Joseph McCue at jmccue@cwa-union.org and cc Melissa Matos, Director, at MMATOS@CWA-UNION.ORG

Communications Workers of America
Attn: Joseph McCue - 11th Floor
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