

# UAW-GM Center for Human Resources Health & Safety Expense Guidelines

## Attendees

Joint Leadership approval must be obtained for all training attendees.

## Hotel

Hotel accommodations will be direct billed to the UAW-GM Center for Human Resources (CHR) \*\* Room and tax only.

Cancellations are your responsibility. Any costs incurred as a result of cancellations will be the responsibility of each individual and will be billed to their respective location.

## Airline Reservations

### Reservations must be placed through:

#### **Travel Solutions International (TSI)**

Ph: (866) 397-0653

Bus Hrs: 8:30 a.m - 5:30 p.m. CST

**Attendees are responsible for making their own airline reservations.** Tickets must be purchased no later than 14 days prior to the departure date to obtain the lowest available ticket fare. When making reservations, identify yourself as a UAW-GM Health & Safety training participant. Return reservations should be scheduled at least 2.5 hours after the end of class.

## Class Schedule

If the class is one (1) day the hours are from 8:00 a.m. to 4:00 p.m. When the class has multiple days, the class hours are from 8:00 a.m. to 4:00 p.m., the last day of class is from 8:00 a.m. to 11:00 a.m.

## Dress Code

The CHR has a business-casual dress code for all employees. Based on "hands-on" in some classes, proper work attire and shoes are appropriate. Shorts, bib-overalls, sweatpants, tank tops, miniskirts, spandex, open-toed shoes and sandals are not considered appropriate attire. Please bring your own safety glasses.

## Personal Vehicle

The UAW-GM Center for Human Resources will reimburse plants or local unions for mileage. The mileage rate is 54.5 cents per mile. Mileage starts from the plant location to the UAW-GM Center for Human Resources. When more than one attendee rides in the same vehicle, only the driver will be reimbursed for mileage. These expenses should be reported locally on an employee expense report in the usual manner.

## Drive vs. Fly

If you elect to drive instead of fly, the following rules apply. Driving expenses include:

- Hotel Parking
- Meals En-route
- One (1) overnight hotel stay each way, if necessary, provided that prior approval has been obtained from the UAW-GM Center for Human Resources.

To receive prior approval, contact UAW Coordinator, Terriea Martin or GM Coordinator, Kim Dilworth at (313) 324-5132. All expenses for travel by car will be reimbursed by the UAW-GM Center for Human Resources at the lowest coach airline fare quoted by TSI from your home plant to the UAW-GM Center for Human Resources plus one (1) baggage fee, airport parking fee and transfer cost to and from the hotel.

**The Drive vs. Fly Form and itinerary to support lowest cost airfare must be submitted with the expense report.**

### **Car Rental**

Car rentals will not be reimbursed by the CHR or Joint Funds.

### **Meals**

Lunch will be provided each full day. The maximum limit (excluding any meals provided at the training class) is:

Breakfast - \$11.00

Dinner - \$23.00

Daily meal expenses cannot exceed \$46 per day (overnight required) and \$20 per day of return, including tips, taxes, and gratuities. These expenses should be reported locally on an employee expense report in the usual manner. **Reimbursement from the National Joint Fund is appropriate.**

### **Wages**

Wages will be paid for local union representatives attending CHR joint training classes for time not worked up to a maximum of eight (8) hours straight time per scheduled workday if they would, otherwise, have been scheduled to work in the Plant.

Reasonable expenses such as transportation to and from the airport and hotel, and parking of personal automobiles should be reported locally on an employee expense report in the usual manner.

**Wages will not be reimbursed for anyone attending the following classes:**

- Practical Ergonomics Training (PET)
- 3D Static Strength Prediction Program and Recovery Tools
- Secondary Analysis Tools

**Wages will not be reimbursed for Document 46 representatives, JETTs or IHTs who attend training classes at the CHR.**

All authorized expenses will be reimbursed through the usual plant or local union expense reimbursement procedure (prepared invoices). Invoices must be submitted to UAW-GM CHR within 90 days after conclusion of last expense in order to receive reimbursement.

### **All invoices must be submitted to:**

UAW-GM Center for Human Resources  
Attn: Joli Dimeglio, Financial Dept.  
200 Walker St., Detroit, MI 48207  
(313) 324-5287

Should you have any questions regarding these guidelines, please contact Terriea Martin, UAW Coordinator or Kim Dilworth, GM Coordinator at (313) 324-5132.



## UAW-GM Center for Human Resources Drive vs. Fly Travel Chart to UAW-GM CHR

**From:** UAW-GM Plant Sites

**To:** UAW-GM Center for Human Resources  
200 Walker St., Detroit, Michigan 48207

Drive to Detroit UAW-GM CHR	Drive to Detroit UAW-GM CHR	Fly to Detroit UAW-GM CHR
CCA Bolingbrook Chicago	GMCH Grand Rapids	CCA Charlotte
CCA Cincinnati	GMCH Kokomo	CCA Denver
CCA Davison Road	GMCH Lockport	CCA Fontana
CCA Flint	GMCH Rochester	CCA Ft. Worth
CCA Grand Blanc HQ		CCA Hudson
CCA Lansing	GMGPS Bay City	CCA Jackson
*CCA Pontiac	GMGPS Bedford	CCA Martinsburg
CCA Westchester	GMGPS Defiance	CCA Memphis
*CCA Willow Run	GMGPS Flint Engine Operations	CCA Philadelphia
*CCA Ypsilanti	*GMGPS Romulus Engine	CCA Rancho Cucamonga
	GMGPS Saginaw Metal Casting	CCA Reno
GM Flint Assembly	GMGPS Toledo	
GM Flint Metal Center	GMGPS Tonawanda	GM Arlington Assembly
GM Ft. Wayne Assembly	*GMGPS Warren	GM Bowling Green Assembly
*GM Detroit Hamtramck		GM Fairfax Assembly
GM Lansing Delta Township		GM Spring Hill Assembly
GM Lansing Grand River		GM Wentzville Assembly
GM Lordstown East		
GM Lordstown West		GMGPS Baltimore
GM Marion Stamping		
*GM Milford Proving Grounds		
GM NA Engineering Tooling Center		
*GM Orion Assembly		
GM Parma Stamping	<b>*Highlighted Plants Do NOT Require a Hotel Stay</b>	
*GM Pontiac Stamping		
*GM Technical Center		

\*\* GMGPS - GM Global Propulsion Systems