



DATE: May 9, 2022

TO: All UAW General Motors and GMCH Local Union Presidents, Chairpersons, Vice Presidents, Recording Secretaries, Financial Secretaries, Health and Safety Representatives, and ADAPT Representatives

GM Plant Executive Directors, GM Plant Directors, GM Plant Managers, Site HR/LR Directors, Personnel Directors, US Safety Group Managers, Safety Supervisors and Health and Safety Representatives, and GM ADAPT Representatives

RE: **2022 UAW-GM HEALTH AND SAFETY CONFERENCE AND NATIONAL ADAPT MEETING**

Greetings:

We are pleased to announce that the 2022 UAW-GM Labor Management Committees Trust Fund ("LMC Trust") Health and Safety Conference will be held **June 21 – June 25, 2022. In conjunction with that, there will be a National ADAPT Meeting held on June 22, in Baltimore, Maryland.**

The events will be held at:

**Baltimore Convention Center
One West Pratt Street
Baltimore, MD 22101**

The LMC Trust would like to extend an invite for participants to attend a reception on Wednesday, June 22nd from 6:00pm to 9:00pm that will take place in the Baltimore Convention Center. Food and beverages will be provided.

The specifics of the events are in the attached "Conference Participation & Reimbursement Guidelines".

If you have any questions concerning the **Health and Safety Conference** registration, travel, or expense guidelines, please contact:

UAW Coordinator, Amie Coville
GM Coordinator, Sean Finnell

acoville@uawjointprograms.org
Sean.Finnell@gm.com

If you have any questions concerning the **National ADAPT Meeting** registration, travel, or expense guidelines, please contact:

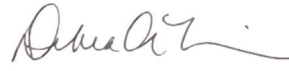
UAW Coordinator, Dan Reyes
GM Manager, Jill Owen

dreyes@uawjointprograms.org
Jill.Owen@uawgmjointprograms.com

We look forward to seeing you there.



Dave Shoemaker
UAW Executive Co-Director



Debbie Nicholson
GM Executive Co-Director

Cc:

UAW International Executive Board
Jason Beardsley
Tim Bressler
Todd Brien
Amie Coville
Nicole Current
Bryan Czape
Chis Gallagher
Michael Glenning
Brandon Keatts
Bill King
Rick O'Donnell
Dan Reyes
UAW Regional Assistant Directors
UAW Regional Representatives
All UAW General Motors Department
Staff

Doneen McDowell
Manufacturing Executive Directors
Corporate Labor Relations Directors
Divisional Labor Relations Directors
CCA Regional Directors
Corporate Labor Relations Managers
Brad Barber
Kent Eaton
Sean Finnell
Dr. Jeffery Hess
Jim Glynn
Phil Kienle
John Marcum
Holly Myers
Mark Polglaze
Mike Van Horn



CONFERENCE PARTICIPATION & REIMBURSEMENT GUIDELINES

CONFERENCE/HOTEL REGISTRATION

You must register for the event via the enrollment website below. By doing so, you will be registered for both the Conference and your hotel room.

Registration will open at 8:00am on May 11, 2022, and close promptly at 4:00pm on June 6, 2022. No registration will be accepted after June 6, 2022.

Please do not reserve hotel rooms via the hotel websites or SAP Concur. Any rooms booked outside the enrollment site will not be reimbursed.

www.gmprogramhq.com/safety

Access code for those attending the Health and Safety Conference is: **safety**

Access code for those attending the National ADAPT Meeting is: **adapt**

CONFERENCE CREDENTIALS

Health & Safety

Registered attendees may pick up conference badges and materials at the Conference Registration Desk within the Baltimore Convention Center, on Monday, June 20, from 12:00pm to 5:00pm or Tuesday, June 21 from 7:00am - 8:30am. Attendees must wear conference credentials at all times when attending the event and reception.

ADAPT

Registered attendees may pick up conference badges and materials at the Conference Registration Desk, within the Baltimore Convention Center, on Tuesday, June 21, from 12:00pm to 5:00pm or Wednesday, June 22, from 7:00am to 8:30am.

WAGES

Wages will be paid for by each respective plant for UAW Health and Safety Representatives and UAW ADAPT Representatives attending this conference for time not worked, (8) eight hours' straight time per scheduled workday, if they would otherwise have been scheduled to work in the plant. Any wages for other attendees are the responsibility of the attendee's respective plant and/or local union.

ALTERNATES

As provided by the Memorandum of Understanding on Health and Safety in the National Agreement, the Alternate Health and Safety Representatives will be allowed to function in the plant during the absence of the regular Health and Safety Representative(s) attending this conference.

ATTENDEE EXPENSES

Conference attendees are UAW Local Union Presidents, Chairpersons and Internationally appointed UAW Health and Safety Representatives (not alternates) as well as GM Plant Executive Directors, GM Plant Directors, GM Plant Managers, Site HR/LR Directors, Personnel Directors, Safety Supervisors and Health and Safety Representatives. **No substitutes are permitted without approval from the Assistant Directors of the Health and Safety Department.**

The National ADAPT Meeting is for UAW ADAPT Representatives and Management ADAPT Representatives. **No substitutes are permitted without approval from the Assistant Directors of the ADAPT Department.**

It has been agreed that the LMC Trust will pay expenses for these attendees only.

EXPENSE GUIDELINES

The Global Travel and Expense ("T&E") Reporting Policy applies to all General Motors employees, departments, contractors, and suppliers when they travel for business purposes or incur business-related expenses. Below is the link to the Policy:

<https://gmweb.gm.com/legal/Legal/GECC%20Global%20Policy%20Manual/Travel%20Expense%20Policy.pdf>

These guidelines must be used for the reimbursement of funds for specific costs associated with approved UAW-GM Joint Programs Conferences and Training. Refer to the link above for the most current expense policy to be followed. Below are excerpts from the policy.

CORPORATE CREDIT CARD

All participants scheduled for travel are required to obtain a GM Corporate Credit Card to pay for all travel expenses (Note: a plant card can be used to book travel similar to what is currently being done for regional Health & Safety training).

Please refer to the attached link to obtain a GM Corporate Credit Card:

<https://socrates.gm.com/programs/services/travel/global/en/gm/home/corporate-card.html>

Each participant will be responsible for filing their on-line expense reports utilizing the "Global

Travel and Expense Reporting System” via Socrates. Itemized receipts for all charged expenses **must** be attached to expense reports. Submitting only the signed credit card slip is not acceptable as an itemized receipt.

HOTEL CHECK-IN PROCESS

Upon arrival to the hotel, you must pay for your room with a Corporate Credit Card and submit an itemized hotel receipt as part of the on-line expense reporting process.

CANCELLATIONS

In the event of hotel cancellations, please cancel with GM Program Headquarters (gmprogramhq@morleynet.com or 800.464.3400).

APPROVED TRAVEL DAYS

FOR HEALTH & SAFETY CONFERENCE

- June 20-June 25

FOR ADAPT MEETING

- June 21-June 23

AIRLINE RESERVATIONS

Attendees are responsible for making their own airline reservations through SAP Concur Travel. This should be completed as soon as possible, but no later than **June 6, 2022**. All travel is to be booked in coach/economy class using the Lowest Logical Fare (LLF). The LLF is the benchmark against which other fares are measured and is the best value based on the traveler’s departure/destination city and search time window.

Only one round trip ticket per person may be purchased. If any cancellations or changes are made in your flight arrangements and charges are incurred, you will be responsible.

Attendees must arrange their travel schedule, so they are in attendance for the entire conference. The H & S conference will conclude at 4:30pm on Friday, June 24th. The National ADAPT meeting will conclude on Wednesday June 23 at 4:30pm. Any return flights booked before the end of the closing session will not be reimbursed. If an issue should arise during your travels, please contact SAP Concur Travel.

When booking a flight with no hotel, Concur Travel will give the following travel rule notifications that you will need to confirm by selecting ‘OK’ and choosing the ‘Attending a Meeting/Convention’ reason.

ATTENTION!



Your trip does not have any car or hotel reservations.

You can add a car or hotel reservation from the itinerary display.

Click "Cancel" to go back and add a car and/or hotel, or click "OK" to continue with your present itinerary.

Cancel

OK

SAP Concur 

Sign Out

Travel Rule Triggered

This trip is not in compliance with the following travel rule(s):

 All trips Notify Manager

 Trip duration \u003E= 1 days and Itinerary has air segments and Itinerary has no hotel segments Log For Reports

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

- Please Choose a Reason --
- Plan to book my hotel at a later date
- Using corporate, government, Family, Friends, or other housing
- My hotel choice was not available
- Attending a Meeting/Convention**
- Hotel has been booked by a 3rd party

trips which you did not take.

Save

Cancel

CAR RENTAL

Car rentals **will not** be reimbursed by the UAW-GM National Joint Parties.

PERSONAL VEHICLE

All attendees from **Martinsburg CCA and Philadelphia CCA are required to drive.** Reimbursement guidelines are based on the employee's GM primary work site.

GROUND TRANSPORTATION

If ground transportation is necessary, employees should use a taxi, mass transit, Lyft, Uber, Maven, or other comparable ride share services in accordance with local practice. Employees should utilize the most cost-effective option.

MEALS

General Motors employees are accountable for expenses incurred and should use practical business judgment when incurring incidental expenses. Employees should spend consciously when incurring meal expenses. Meals should be consistent with what is characteristic for the location visited and should be reasonably priced. The approver is responsible for determining whether the employee has exceeded reasonably priced meals.

For attendees of the Health and Safety Conference, breakfast and lunch will be provided at the conference Tuesday through Friday and dinner will be provided on Wednesday, June 22nd at the reception; therefore, attendees are not permitted to expense these meals.

For attendees of the ADAPT meeting, breakfast, lunch and dinner will be provided Wednesday June 22, 2022, therefore, attendees are not permitted to expense these meals.

RECEIPT REQUIREMENTS

All out of pocket transactions require an itemized receipt. When a Corporate Card charge totals \$75 or more, an itemized receipt is required. A restaurant tear-away “stub” (summary receipt) is not an acceptable receipt. You must provide the printed line-item detailed cash register or credit card receipt.

EXPENSE REPORTS

GM uses Concur for all Expense Reporting. Concur seamlessly integrates your Corporate Card transactions and travel plans to automatically create an Expense Report that is broken down by expense type. Download the Mobile Travel App to make it even simpler to track Expense Reports on the go.

New to Expense Reporting? Explore the Concur Training Hub for how-to guidance on submitting Expense Reports and much more.

Concur:

[Expense Reports \(gm.com\)](https://gm.com)

Concur Training Hub:

[End User - Getting Started with Concur - English \(US\) | SAP Concur Training](#)

WBS ELEMENT NUMBERS

It is important when you are completing your expense report that the correct WBS Element Numbers are used in Concur. Please see the table below for your specific plant's WBS Element Number.

Health & Safety Conference WBS Numbers by Plant

WBS Number	Location
EZ-TH022-USJTTH3768	ARLINGTON ASSEMBLY
EZ-TH022-USJTTH1368	BAY CITY POWERTRAIN
EZ-TH022-USJTTHFA68	BEDFORD
EZ-TH022-USJTTH1968	BOWLING GREEN ASSEMBLY
EZ-TH022-USJTTHCC68	CHARLOTTE CCA
EZ-TH022-USJTTHCB68	CHICAGO CCA
EZ-TH022-USJTTHCI68	CINCINNATI CCA
EZ-TH022-USJTTHCD68	DAVISON CCA
EZ-TH022-USJTTHFC68	DEFIANCE
EZ-TH022-USJTTHCV68	DENVER CCA
EZ-TH022-USJTTH5868	FACTORY ZERO
EZ-TH022-USJTTH0968	FAIRFAX ASSEMBLY
EZ-TH022-USJTTHTF68	FLINT ASSEMBLY
EZ-TH022-USJTTHCF68	FLINT CCA
EZ-TH022-USJTTH1568	FLINT ENGINE OPERATIONS
EZ-TH022-USJTTH6368	FLINT NAETC
EZ-TH022-USJTTHTG68	FLINT STAMPING
EZ-TH022-USJTTHCA68	FONTANA CCA
EZ-TH022-USJTTHTD68	FORT WAYNE ASSEMBLY
EZ-TH022-USJTTHCW68	FORT WORTH CCA
EZ-TH022-USJTTHGR68	GMCH GRAND RAPIDS
EZ-TH022-USJTTHKO68	GMCH KOKOMO
EZ-TH022-USJTTHLO68	GMCH LOCKPORT
EZ-TH022-USJTTHRO68	GMCH ROCHESTER
EZ-TH022-USJTTHCH68	HUDSON CCA
EZ-TH022-USJTTHCJ68	JACKSON CCA
EZ-TH022-USJTTHCL68	LANSING CCA
EZ-TH022-USJTTHBK68	LANSING DT ASSEMBLY
EZ-TH022-USJTTHBJ68	LANSING GR ASSEMBLY
EZ-TH022-USJTTH2868	MARION STAMPING
EZ-TH022-USJTTHCM68	MARTINSBURG CCA
EZ-TH022-USJTTHCE68	MEMPHIS CCA
EZ-TH022-USJTTHNE68	MILFORD PROVING GROUNDS
EZ-TH022-USJTTH5468	ORION ASSEMBLY
EZ-TH022-USJTTH3168	PARMA STAMPING
EZ-TH022-USJTTHCQ68	PHILADELPHIA CCA
EZ-TH022-USJTTHCP68	PONTIAC CCA
EZ-TH022-USJTTH0368	PONTIAC STAMPING
EZ-TH022-USJTTHCG68	RANCHO CUCAMONGA CCA
EZ-TH022-USJTTHCR68	RENO CCA
EZ-TH022-USJTTH1268	ROMULUS POWERTRAIN
EZ-TH022-USJTTHFF68	SMCO
EZ-TH022-USJTTH4068	SPRINGHILL ASSEMBLY
EZ-TH022-USJTTHKD68	TOLEDO
EZ-TH022-USJTTH3068	TONAWANDA POWERTRAIN
EZ-TH022-USJTTHNA68	WARREN TECH CENTER
EZ-TH022-USJTTH5968	WENTZVILLE ASSEMBLY
EZ-TH022-USJTTHCU68	WILLOW RUN CCA
EZ-TH022-USJTTHCY68	YPSILANTI CCA