

# TRAINING SEMINAR PARTICIPATION AND REIMBURSEMENT GUIDELINES

## TRAINING SEMINAR/HOTEL REGISTRATION

Only required attendees will be allowed to register for the event via the enrollment website below. **By doing so, you will be registered for both the Seminar and your hotel room.**

Registration will open on Thursday, July 25, 2024, at 8:00 am and will promptly close at 4:00 pm EST. on Friday, August 9, 2024.

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

Please use the link below to register for the training seminar:

<https://www.gmprogramhq.com/safety>

Access code for those attending the Training Seminar: **safety (not case sensitive)**

## SEMINAR CREDENTIALS

Registered attendees may pick up seminar badges and materials at the Registration Desk within the Baird Center on Sunday, September 8 from 12:00 pm to 5:00 pm or Monday, September 9 through Thursday, September 12 from 6:30 am - 4:30 pm at the Baird Center. Attendees must always wear credentials when attending the training seminar.

## WAGES

Any wages (including lost time) for training seminar participants are the responsibility of the participant's respective plant and/or local union.

## ATTENDEE EXPENSES

Training seminar attendees are Internationally Appointed IH/JET, Alternate IH/JET, Regional Industrial Hygienists, and Salaried Joint Ergonomic Technicians. **No substitutes are permitted without approval from the Assistant Directors of the Health and Safety Department.**

It has been agreed that the UAW-GM National Joint Parties 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 CARDS

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:

[Corporate Card | US | EN \(gm.com\)](#)

Each participant will be responsible for filing their online 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 at the Hyatt Regency Milwaukee hotel, you must pay for your room with a Corporate Credit Card and submit an itemized hotel receipt as part of the online expense reporting process.

## CANCELLATIONS

In the event of hotel cancellations, please cancel directly with UAW-GM Joint Program Headquarters via email at [gmprogramhq@morleynet.com](mailto:gmprogramhq@morleynet.com); please do not contact the hotel directly. If you are unable to attend, your hotel accommodations must be canceled at least 72 hours prior to your check-in date to avoid hotel penalty fees of one night's room rate and tax.

## AIRLINE RESERVATIONS

- Approved travel days are September 8, 13 and 14

**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 **Friday, August 9, 2024**. 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 training seminar which concludes at 12:00 pm on Friday, September 13th. 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.

## CAR RENTAL

The UAW-GM National Joint Parties will not reimburse car rentals.

## PERSONAL VEHICLE

All attendees from **UAW GM sites within 300 miles 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 of the location visited and should be reasonably priced. The approver is responsible for determining whether the employee has exceeded reasonably priced meals.

**For attendees, breakfast and lunch will be provided at the training seminar Tuesday through Thursday and breakfast will also be provided on Friday.**

## 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:**

<https://www.concursolutions.com/home.asp>

**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. 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.

## Facility

Arlington Assembly  
Bay City Powertrain  
Bedford  
Bowling Green Assembly  
Brownstown  
Charlotte CCA  
Chicago CCA  
Cincinnati CCA  
Davison CCA  
Defiance  
Denver CCA  
Factory Zero  
Fairfax Assembly  
Flint Assembly  
Flint CCA  
Flint Engine Operations  
Flint NAETC  
Flint Stamping  
Fort Wayne Assembly  
Fort Worth CCA  
GMCH Grand Rapids  
GMCH Kokomo  
GMCH Lockport  
GMCH Rochester  
Hudson CCA  
Jackson CCA  
Lansing CCA  
Lansing DT Assembly  
Lansing GR Assembly  
Marion Stamping  
Martinsburg CCA  
Memphis CCA  
Milford Proving Grounds  
Orion Assembly  
Parma Stamping  
Philadelphia CCA  
Pontiac CCA  
Pontiac Stamping  
Rancho Cucamonga  
Reno CCA  
Romulus Powertrain  
Saginaw  
Spring Hill  
Toledo  
Tonawanda Powertrain  
Ultium Warren OH  
Warren Tech Center  
Wentzville Assembly  
Willow Run CCA  
Ypsilanti CCA

## Local WBS Numbers

EZ-TH024-USJTTH3768  
EZ-TH024-USJTTH1368  
EZ-TH024-USJTTHFA68  
EZ-TH024-USJTTH1968  
EZ-TH024-USJTTHBT68  
EZ-TH024-USJTTHCC68  
EZ-TH024-USJTTHCB68  
EZ-TH024-USJTTHCI68  
EZ-TH024-USJTTHCD68  
EZ-TH024-USJTTHFC68  
EZ-TH024-USJTTHCV68  
EZ-TH024-USJTTH5868  
EZ-TH024-USJTTH0968  
EZ-TH024-USJTTHTF68  
EZ-TH024-USJTTHCF68  
EZ-TH024-USJTTH1568  
EZ-TH024-USJTTH6368  
EZ-TH024-USJTTHTG68  
EZ-TH024-USJTTHTD68  
EZ-TH024-USJTTHCW68  
EZ-TH024-USJTTHGR68  
EZ-TH024-USJTTHKO68  
EZ-TH024-USJTTHLO68  
EZ-TH024-USJTTHRO68  
EZ-TH024-USJTTHCH68  
EZ-TH024-USJTTHCJ68  
EZ-TH024-USJTTHCL68  
EZ-TH024-USJTTHBK68  
EZ-TH024-USJTTHBJ68  
EZ-TH024-USJTTH2868  
EZ-TH024-USJTTHCM68  
EZ-TH024-USJTTHCE68  
EZ-TH024-USJTTHNE68  
EZ-TH024-USJTTH5468  
EZ-TH024-USJTTH3168  
EZ-TH024-USJTTHCQ68  
EZ-TH024-USJTTHCP68  
EZ-TH024-USJTTH0368  
EZ-TH024-USJTTHCG68  
EZ-TH024-USJTTHCR68  
EZ-TH024-USJTTH1268  
EZ-TH024-USJTTHFF68  
EZ-TH024-USJTTH4068  
EZ-TH024-USJTTHKD68  
EZ-TH024-USJTTH3068  
EZ-TH024-USJTTHU168  
EZ-TH024-USJTTHNA68  
EZ-TH024-USJTTH5968  
EZ-TH024-USJTTHCU68  
EZ-TH024-USJTTHCY68