



INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW

SHAWN FAIN, *PRESIDENT* • MARGARET MOCK, *SECRETARY-TREASURER*
VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER

October 9, 2024

TO: UAW Retired Workers Advisory Council Members
UAW Retired Workers Representatives

SUBJECT: *RETIRED WORKERS ADVISORY COUNCIL MEETING*
October 30 - November 2, 2024
MGM Grand Detroit

My Brothers and Sisters,

The next Retired Workers Advisory Council meeting will be held October 30 - November 2, 2024, at MGM Grand Detroit, MI.

Please plan your travel as follows:

<p><u>ARRIVE:</u> Wednesday, October 30th (4:00 p.m. Hotel Check-In) <u>DEPART:</u> Saturday, November 2nd</p>
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Hotel Accommodations

Hotel accommodations for Advisory Council members and staff will be made by the Retired Workers Department once you RSVP to Erin Rodabaugh via email at erodabaugh@uaw.net or by phone at (313) 926-5640. Housing for attendees will be paid through the UAW Retired Workers Department. **Staff must use their UAW issued credit cards upon arrive at the hotel.** You must notify the Retired Workers Department immediately if your travel plans have changed. The hotel will bill the department if your room reservation is **not** cancelled in advance, in which you, will be expected to pay one night's lodging. If driving, self-parking is free; however, you will be responsible for any valet parking charges. Incidentals are at your own expense. Handicap rooms are available if necessary, so please indicate that when you RSVP. **Please verify your total room charges upon checkout and be sure to get a copy of your bill for your expenses. As a reminder, all incidentals are at your own expense!**

Air Travel Information

Please call TSI at 1-866-397-0667 immediately to book your airfare. Your airfare will be billed directly to the UAW Retired Workers Department. You must accept the lowest airfare according to the UAW travel guidelines. If you live outside of the 300 mile radius and choose to drive, you will only be reimbursed for the lowest cost airfare. **Staff should book their airline reservations through Concur.**

In keeping with UAW policy, all Retired Workers delegates residing within 300 miles of Detroit, MI should drive, and their mileage expenses should be submitted to the UAW Retired Workers Department for reimbursement. Please call if you have any questions regarding the UAW travel policy.

All meeting attendees should send their request for expense reimbursement and necessary receipts to the Retired Workers Department for payment. Once you submit your meeting expenses to our department, you will be paid as follows:

Wednesday, October 30 th	\$55.00
Thursday, October 31 st	\$0 (\$55.00 minus Breakfast, Lunch and Dinner)
Friday, November 1 st	\$29.00 (\$55.00 minus Breakfast and Lunch)
Saturday, November 2 nd	<u>\$25.00</u> – Travel Day
Total per diem:	\$109

Expense forms will be handed out at the meeting and must be returned within 30 days following the meeting. If you live within a 100-mile radius of downtown Detroit, you will not receive per diem, however; you will receive hotel accommodations.

I look forward to seeing you in Detroit.

In solidarity,



Lisa Rink, Director
UAW Retired Workers Department

LR:elr
opeiu494
cc: IEB
Top AA's
Assistant Regional Directors
Beckie Bridgewater