



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

December 8, 2023

Via E-Mail

To: National Veteran's Advisory Committee (NVAC)

Re: **2024 CAP Conference**

Greetings:

Please be advised that the NVAC Color Guard has been requested to present colors at the 2024 National CAP Conference in Washington DC. We will also be conducting our pre-conference planning meeting during the CAP Conference. The purpose of this meeting is to plan and review the agenda, program, and curriculum for the 2024 National Veterans Conference.

Please make your travel plans to arrive on Saturday, January 20, 2024, and depart on Thursday, January 25, 2024. The NVAC will meet Monday January 22, 2024, through Wednesday, January 24, 2024, from 8 a.m. to 5 p.m.

Reimbursement Guidelines

- Per diem will be paid at the following rates:
 - Saturday, January 20, 2024 - \$55
 - Sunday, January 21, 2024 - \$26 (Dinner provided)
 - Monday, January 22, 2024 - \$43 (Breakfast provided)
 - Tuesday, January 23, 2024 - \$14 (Breakfast and Reception provided)
 - Wednesday, January 24, 2024 - \$41 (Lunch provided)
 - Thursday, January 25, 2024 - \$25 (Travel day)

NVAC members will receive car allowance in the amount of \$18.13 per day.

NVAC members that are driving will be reimbursed for fuel expenses. **All receipts must be turned in with the reimbursement form to be reimbursed.** (Scanned copies are acceptable). Mileage is not reimbursable by the International Union, UAW.

Retired NVAC members will be paid the retiree rate of \$65.00 per day.

Active NVAC members will be paid an International rate of pay at \$379.05 per day.

Room Reservations

Room reservations will be made for the following NVAC members at the Marriott Marquis in Washington DC, and they will be master billed to the International Union, UAW. NVAC members must get a hotel receipt showing a zero balance to be reimbursed for per diems.

- Carlton Pace
- Timothy Duplanty
- Greg Bedford
- Donna Kerberg
- Horace Hubbard, Jr.
- Frederick F. Sona, Jr.
- Arnold Knittel
- Anita Myers-Pickens

Travel Arrangements (Airline)

The following NVAC members have been approved to contact TSI to make airline arrangements to fly for the NVAC Conference Planning Meeting:

- Carlton Pace
- Timothy Duplanty
- Greg Bedford
- Donna Kerberg
- Horace Hubbard, Jr.
- Frederick F. Sona, Jr.
- Arnold Knittel
- Anita Myers-Pickens

Airline reservations should be made with TSI-USA by calling (866) 397-0667. When making your reservations, please inform the travel agent that you are a member of the UAW National Veteran's Advisory Council attending the 2023 NVAC Annual Meeting. TSI-USA will charge the UAW for your travel, and your airfare will be master-billed.

When traveling on authorized union business as NVAC, the cost of a shuttle, taxi, or ride-share (e.g., Uber or Lyft) including a reasonable **tip not to exceed 20%** is reimbursable.

NVAC members will be reimbursed for one luggage fee traveling to the CAP Conference and one luggage fee on the return trip. Receipts must be submitted for reimbursement.

When making airline reservations please advise TSI-USA that you will need to arrive on Saturday, January 20, 2024, by 2 p.m. and you will need to depart on Thursday, January 25, 2024.

Registration

In order to register for this event, please contact my secretary, Michelle Best, at 313-926-4423 **no later than** January 5, 2024.

If you have any questions or will not be attending, please contact Matthew Uptmor at muptmor@uaw.net or you can reach him at (313) 926-5654 or (989) 274-2079.

We look forward to seeing you this year at the 2024 UAW National CAP Conference.

Fraternally,



Shawn P. Fain
President and Director
UAW Veterans Department

SPF:MU:mb

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cc: Regional Directors
Regional Veterans Representative Liaisons
Local Union Presidents
Local Union Financial Secretaries
Dave Berry
Paul Caucci
Lakeisha Davis
Lorenzo Jamison
Andrea Morrow
Matthew Uptmor