DATE: June 27, 2025

TO: All UAW General Motors, Local Union Presidents, Chairpersons, Vice Presidents, Recording Secretaries, Financial Secretaries, Benefits Representatives, and Alternate Benefits Representatives

GM Plant Executive Directors, GM Plant Directors, GM Plant Managers, Site HR/LR Directors, Personnel Directors

RE: **2025 UAW-GM BENEFIT CONFERENCE**

Greetings:

We are pleased to announce that the 2025 UAW-GM Labor Management Committees Trust Fund ("LMC Trust") Benefit Conference will be held September 22-25. Sunday, September 21 and Friday, September 26 are travel days.

The event will be held at:

Hilton San Diego Bayfront
One Park Boulevard
San Diego, CA 92101

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

Please note that it is mandatory for all UAW – GM Internationally Appointed Local Union Benefit Representatives and Alternates to attend this conference.

UAW attendee questions concerning the 2025 UAW-GM Benefit Conference registration, travel and expense guidelines or **need to be excused** please contact:

Leo Skudlarek
UAW Assistant Director
GM Department Benefit Plans Section
313-926-5127

We look forward to seeing you all there.

Terriea Alessandrini	Arthur Huber
UAW Executive Co-Director	GM Executive Co-Director

cc:

VP, Mike Booth	VP, Mark Polglaze
UAW Regional Directors	Manufacturing Vice Presidents
UAW Reginal Assistant Directors	Divisional Labor Relations Directors
UAW Regional Representatives	CCA Regional Directors
UAW-GM Department Staff	Corporate Labor Relations
Nicole Current	Sheila Savageau
Mike Plater	Jill Kanaby
Leo Skudlarek II	

CONFERENCE PARTICIPATION & REIMBURSEMENT GUIDELINES

2025 UAW-GM BENEFIT CONFERENCE AND 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 on June 27, 2025, at 8:00 am and will promptly close at 4:00 pm EST. on July 25, 2025. No registration will be accepted after this date.

Please **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 and access code below to register for the 2025 UAW GM Benefit Conference:

https://www.gmprogramhq.com/2025Benefits

Access code for those attending the Benefit Conference is **2025**

ATTENDEE EXPENSES

Conference attendees are UAW Internationally Appointed Union Benefit Representatives and Alternates.

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

CONFERENCE CREDENTIALS

Registered attendees may pick up conference badges and materials at the Conference Registration Desk on Sunday, September 21st from 10:00 am to 6:00 pm or Monday, September 22nd from 6:30 am – 4:30 pm at the Sapphire Ballroom Foyer.
Attendees must always wear credentials when attending the Benefit Conference.

WAGES

Wages will be paid for by each respective plant for UAW Benefit Representatives and Alternates 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.

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:

GM Travel Policy

These guidelines must be used for the reimbursement of funds for specific costs associated with the UAW-GM 2025 Benefit Conference. 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).

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

GM Corporate Card Overview

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

- September 21st and September 26th

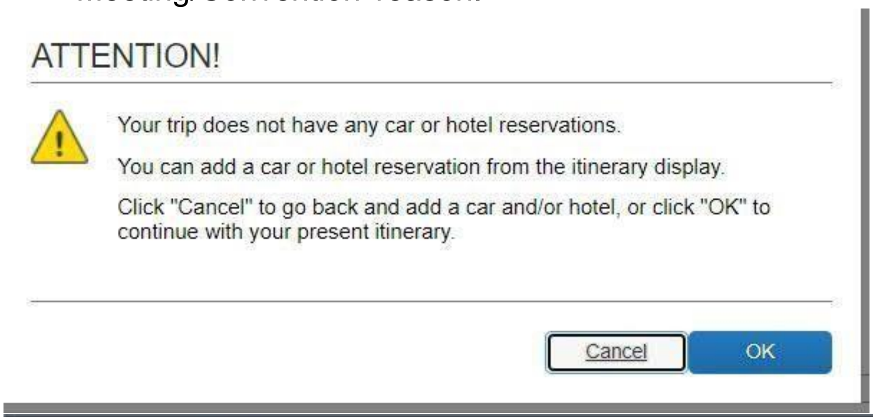
AIRLINE RESERVATIONS

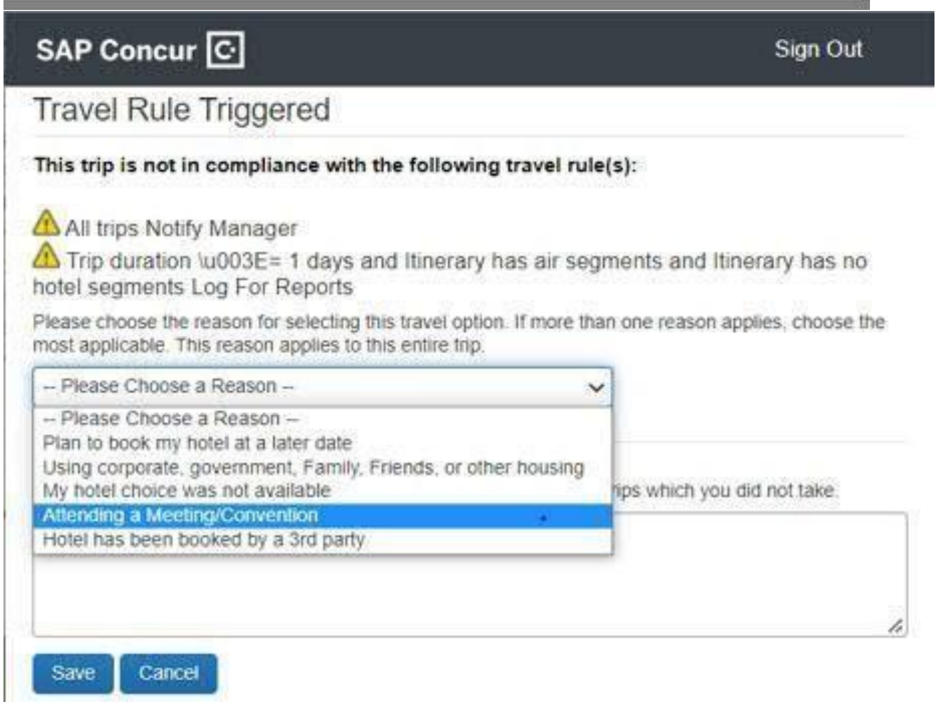
Attendees are responsible for making their own airline reservations through SAP Concur Travel. This should be completed as soon as possible, but no later than **September 5, 2025**. All travel is to be booked in coach/economy class using the Lowest Logical Fare (LLF). The LLF is the benchmark against 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 Benefit Conference will conclude at 4:30 pm on Thursday, September 25th. 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, SAP Concur Travel may give the following travel rule notifications that you will need to confirm by selecting ‘OK’ and choosing the ‘Attending a Meeting/Convention’ reason.





CAR RENTAL

Car rentals **will not** be reimbursed by GM or the LMC Trust.

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.

Site: GM CCA Rancho Cucamonga

Reimbursement guidelines for mileage reimbursement 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, or other comparable ride share services in accordance with local practice. Employees should utilize the most cost-effective option. Original receipts for ground transportation bookings detailing all charges must be submitted with the expense report.

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 Benefit Conference, breakfast and lunch will be provided at the conference Monday through Thursday; 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.

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.

Plant	**Local WBS Numbers**
Arlington Assembly	EZ-TH025-USJTTH3771
Bay City Powertrain	EZ-TH025-USJTTH1371
Bedford	EZ-TH025-USJTTHFA71
Bowling Green Assembly	EZ-TH025-USJTTH1971
Charlotte CCA	EZ-TH025-USJTTHCC71
Chicago CCA	EZ-TH025-USJTTHCB71
Cincinnati CCA	EZ-TH025-USJTTHCI71
Davison CCA	EZ-TH025-USJTTHCD71

Denver CCA	EZ-TH025-USJTTHCV71
Flint CCA	EZ-TH025-USJTTHCF71
Fort Worth CCA	EZ-TH025-USJTTHCW71
Hudson CCA	EZ-TH025-USJTTHCH71
Jackson CCA	EZ-TH025-USJTTHCJ71
Lansing CCA	EZ-TH025-USJTTHCL71
Martinsburg CCA	EZ-TH025-USJTTHCM71
Memphis CCA	EZ-TH025-USJTTHCE71
Philadelphia CCA	EZ-TH025-USJTTHCQ71
Pontiac CCA	EZ-TH025-USJTTHCP71
Rancho Cucamonga CCA	EZ-TH025-USJTTHCG71
Reno CCA	EZ-TH025-USJTTHCR71
Willow Run CCA	EZ-TH025-USJTTHCU71
Ypsilanti CCA	EZ-TH025-USJTTHCY71
Central JTF	EZ-TH025-USJTTHSS71
Defiance	EZ-TH025-USJTTHFC71
Factory Zero	EZ-TH025-USJTTH5871
Fairfax Assembly	EZ-TH025-USJTTH0971
Flint Assembly	EZ-TH025-USJTTHTF71
Flint Engine Operations	EZ-TH025-USJTTH1571
Flint NAETC	EZ-TH025-USJTTH6371
Flint Stamping	EZ-TH025-USJTTHTG71
Fort Wayne Assembly	EZ-TH025-USJTTHTD71
Gmch Grand Rapids	EZ-TH025-USJTTHGR71
Gmch Kokomo	EZ-TH025-USJTTHKO71
Gmch Lockport	EZ-TH025-USJTTHLO71
Gmch Rochester	EZ-TH025-USJTTHRO71
Lansing DT Assembly	EZ-TH025-USJTTHBK71
Lansing GR Assembly	EZ-TH025-USJTTHBJ71
Marion Stamping	EZ-TH025-USJTTH2871
Milford Proving Grounds	EZ-TH025-USJTTHNE71
Orion Assembly	EZ-TH025-USJTTH5471
Parma Stamping	EZ-TH025-USJTTH3171
Pontiac Stamping	EZ-TH025-USJTTH0371
Romulus Powertrain	EZ-TH025-USJTTH1271
Saginaw	EZ-TH025-USJTTHFF71
Spring Hill	EZ-TH025-USJTTH4071
Toledo	EZ-TH025-USJTTHKD71
Tonawanda Powertrain	EZ-TH025-USJTTH3071
Warren Tech Center	EZ-TH025-USJTTHNA71
Wentzville Assembly	EZ-TH025-USJTTH5971
Brownstown	EZ-TH025-USJTTHBT71
Ultium Warren OH	EZ-TH025-USJTTHU171
Ultium SpringHill	EZ-TH025-USJTTHU271

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

Concur:
[Expense Reporting (gm.com)]

Concur Training Hub:
[Concur Travel Expense User Guide - EN]