



22 July 2022

To: UAW-Stellantis Union Benefits Representatives
UAW-Stellantis Alternate Union Benefits Representatives
UAW-Stellantis Local Union Presidents

From: Brad Thompson Director – Integrated Health Care and Disability
Edgar Torres Asst. Director – UAW Stellantis Department - Benefits

Subject: **2022 UAW-Stellantis UBR Training Conference**

We are pleased to announce that a UAW-Stellantis Union Benefits Representative Training Conference will be held on Monday, September 19 through Friday, September 23, 2022, at:

**Auburn Hills Marriott Pontiac
3600 CenterPoint Parkway
Pontiac, MI 48341
(248) 253-9800**

All out of state participants should plan to arrive on Sunday, September 18 and depart on Friday, September 23. Hotel Check-in is no earlier than 4 p.m. and Check-out is no later than 11 a.m.

Conference Registration will be on Monday, September 19 from 8:30a.m. to 9:15 a.m., near the hotel conference rooms. The Conference agenda and other materials will be distributed at this time, with the General Session beginning at 9:15a.m.

REGISTRATION

To attend this training, the following steps must be completed:

- **All Participants must fill out a registration form.**
The attached registration must be filled out completely and signed by the attendee, Local Union President, and Plant Manager.
- The completed form with all required signatures must be emailed to joseph.czostkowski@stellantis.com **no later than August 1, 2022.**

TRAVEL ARRANGEMENTS

Air Travel

- For those traveling by air, instructions will be communicated separately after a completed registration form is received.

Ground Transportation

- Refer to reimbursement guidelines below.

HOTEL ROOMS

- Non-local participants are responsible for making their hotel reservations, Hotel rooms will be paid by the company for room rate and taxes only. No deposit is required; however, hotels may request a credit card for incidentals (Incidental charges are not covered).
- Please contact the Auburn Hills Marriott as soon as possible to reserve your room at **(248) 253-9800**

Note: Any charges resulting from cancelled rooms or flights may be billed back to the participant's location

REIMBURSEMENT



Reimbursement will be made in accordance with the FCA US LLC Travel Policy and with **receipts**.

AUTO TRAVEL

Travel by auto by the most direct route (and return) to the conference site will be paid as follows

- Mileage from your residence or Plant/PDC to your airport is reimbursable
- Long-term airport parking for the dates of the conference is reimbursable
- Transportation from DTW to the Auburn Hills Marriott is reimbursable
- Mileage from/to your residence or Plant/PDC to the Auburn Hills Marriott is reimbursable (if traveling by auto)
- If more than one person travels by auto, only one person is eligible for reimbursement
- Mileage reimbursement cannot exceed 400 miles (odometer) for the roundtrip.
- Mileage is reimbursable at \$0.35/mile for employee lease vehicles and \$0.40/mile for personal vehicles

MEALS

- Reimbursement for meals cannot exceed \$65 per day, based on categories below
 - Breakfast \$15
 - Lunch \$20
 - Dinner \$30
- Breakfast will be provided for participants Tuesday, September 20 through Friday, September 23
- Lunch will be provided for participants Monday, September 19 through Thursday, September 22
- Non-Local participants may be reimbursed for dinners (Sunday through Thursday evenings) while attending the conference, in accordance with the FCA US LLC Travel Policy.

Note: Meals provided at the Training Conference are not reimbursable.

LOST TIME

Union Benefits Representatives will be compensated for their lost time at their regular rate of pay and shift premiums, not to exceed 40 hours for the week, as aligned with plant work schedule. Union Benefits Representatives are to remain on the plant roll while attending the conference.

EXPENSE REPORTS

Expenses reports and supporting receipts must be submitted using the Concur Travel and Expenses Reporting Systems, in accordance with FCA US LLC Travel Policy.

If you have any questions, please contact the UAW Stellantis Benefits Department at (313) 926-5491.



**2022 UAW-Stellantis UBR Training Conference
September 19 – 23, 2022 Auburn Hills, MI
REGISTRATION FORM**

PLEASE COMPLETE ENTIRE FORM (TYPE/PRINT CLEARLY, INCOMPLETE FORMS WILL NOT BE PROCESSED)

NAME: _____ (_____) PHONE: _____
LAST FIRST PREFERRED FIRST

HOME ADDRESS: _____
STREET CITY STATE ZIP

FCA ID # _____ LOCAL UNION # _____ LOCATION NAME: _____

JOB TITLE: _____ SHIFT: _____ EMAIL: _____

TRANSPORTATION METHOD (CHECK ONE): AUTO AIRPLANE* OTHER _____

**If you checked Airplane as your mode of travel, further details on how to book your airfare will be communicated separately.*

FOR HOTEL ACCOMODATIONS: CHECK-IN DATE _____

CHECK-OUT DATE _____

PLEASE INDICATE IF YOU HAVE ANY FOOD ALLERGIES OR DIETARY RESTRICTIONS:

SIGNATURES:

PARTICIPANT DATE: __/__/__

LOCAL UNION PRESIDENT DATE: __/__/__

PLANT/PARTS DEPOT MANAGER DATE: __/__/__

EMAIL COMPLETED FORM TO:
joseph.czostkowski@stellantis.com
 Please direct any questions to:
 Vince Precopio, UAW at (313) 926-5419

NO SHOWS MAY RESULT IN CHARGEBACK TO THE PARTICIPANT'S LOCATION