



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

May 23, 2024
SENT Via Email-**Revised**

TO: International Technical, Office and Professional Advisory Council Members
Regional Servicing Representative Liaisons

RE: 2024 UAW Technical, Office and Professional (TOP) Conference

Please be advised that the 2024 UAW Technical, Office and Professional (TOP) Conference will commence on Sunday, August 25, 2024 at 6:00 p.m. through Friday, August 30, 2024.

LOGISTICS:

Meeting Place:

The conference will be held at the Marriott Marquis Chicago, 2121 S. Prairie Avenue, Chicago, Illinois 60616.

Transportation:

The International Union will pick up the full airplane (coach) fare, train, bus, or cab fare per International Union travel policy. If driving, the International Union will reimburse at the current IRS rate (65.5¢) per mile from location of employment to location of meeting (confirmed mileage need be submitted).

Hotel Accommodations:

A room will be reserved for all ITOPAC members at the Marriott Marquis Chicago, 2121 S. Prairie Avenue, Chicago, Illinois 60616 for all nights. You will have to present a credit card when you check in to pay for incidentals.

In solidarity,

Laura Dickerson, Director
Technical, Office and Professional (TOP) Department
and UAW Region 1A

LD:RH:cg
opeiu494af-cio
cc: Latonya Baker
Rod Heard
Officers
Regional Directors
Assistant Regional Directors
Regional Liaison
TOP Staff

INTERNATIONAL UNION REGISTRATION FORM

TOP Conference
August 24, 2024, through August 30, 2024

We hereby certify that the following individual will attend the TOP Conference:

Registration form table with fields: Region, Local, Name, Address, Email, Work phone, Cell phone.

Position:

- ITOPAC Chair
Regional Servicing Representative Liaison on Technical, Office and Professionals (Your secretary will book you fight through Concur and the Call Letter for hotel.)

Please provide the below information to allow airfare and hotel accommodation to be completed for ITOPAC Chair only:

- Delegate's legal name (name as it appears on the Driver's License):
Gender: Male Female
Date of Birth:
Nearest major airport, if you need a flight: or Driving:

Signature of Local Financial Secretary for ITOPAC Chair:

Date:

Signature of Regional Director for Regional Servicing Representative:

Date:

Please return this Registration Form by Friday, June 28, 2024 to the UAW Technical, Office and Professional (TOP) Department by email to Nicki McDonald at nmcdonald@uaw.net and Nova Schollenberger at nscholl@uaw.net

EVENT DETAILS AND AGENDA

SUNDAY, AUGUST 25, 2024

Registration: 1:30 p.m. – 5:30 p.m.

Conference Opens: 6:00 p.m.

Evening Activity: Networking Event (optional)

MONDAY, AUGUST 26, 2024

Represent Your Region Day

Late Registration: 7:00 a.m.

Plenary Session: 9:00 a.m. – Noon

Workshop Hours: 1:30 p.m. – 4:30 p.m.

Evening Activity: Mini Workshop (optional)

Lunch Provided

TUESDAY, AUGUST 27, 2024

Mobilize to Empower Day (wear Purple)

Plenary Session: 9:00 a.m. – Noon

Workshop Hours: 1:30 p.m. – 4:30 p.m.

Evening Activity: Mini Workshop (optional)

Lunch Provided

WEDNESDAY, AUGUST 28, 2024

Picture Day Conference T-Shirt

Workshop Hours: 9:00 a.m. – noon

Photos: TBD

Sector Council Meetings: 1:30 p.m. – 2:30 p.m.

Nominations and elections will be held for the Sectors.

Regional Council Meetings: 3:00 p.m. – 4:00 p.m.

ITOPAC Meeting: 4:15 p.m.

Evening Activity: Mini Workshop (optional)

Lunch Provided

THURSDAY, AUGUST 29, 2024

Rosie the Riveter Day

Workshop Hours: 9:00 a.m. – 11:30 a.m.

Plenary Session: 1:30 p.m.

Award Reception and Gala: 6:00 p.m.

Lunch & Dinner Reception Provided

FRIDAY, AUGUST 30, 2024

Travel Day

SUBJECT TO CHANGE

INTERNATIONAL UNION EXPENDITURE FOR ITOPAC

August 24, 2024 through August 30, 2024

Listed below are the prevailing rates paid by the International Union to local unions that have members serving on the ITOPAC.

August 26 - August 30, 2024

Daily Wage Rate: \$379.05

Total is (5) days = \$1,895.25

in lieu of lost time

Per Diem

Meals that are provided must be subtracted from the daily per diem of \$55 per day (\$12 Breakfast, \$14 Lunch, \$29 Dinner) based on hotel billing and \$25 for day of return.

The per diem payout for the 2024 UAW Joint Technical, Office and Professional (TOP) and Women's Conference is as follows:

- Saturday, August 24, 2024, per diem \$55 (\$12 Breakfast, \$14 Lunch, \$29 Dinner) **Travel Day/Set Up Day**
- Sunday, August 25, 2024, per diem \$55 (\$12 Breakfast, \$14 Lunch, \$29 Dinner)
- Monday, August 26, 2024, per diem \$41 Breakfast and Dinner (\$14 Lunch will be provided)
- Tuesday, August 27, 2024, per diem \$41 Breakfast and Dinner (\$14 Lunch will be provided)
- Wednesday, August 28, 2024, per diem \$41 Breakfast and Dinner (\$14 Lunch will be provided)
- Thursday, August 29, 2024, per diem \$12 Breakfast (\$43 Lunch and Dinner will be provided)
- Friday, August 30, 2024, **travel day** \$25

Out-of-Town Expense TOTAL: \$245

Day of Return: \$25

Hotel: Master Billed

Transportation: The International Union will pick up the full airplane (coach) fare, train, bus, or cab fare per International Union travel policy. If driving, the International Union will reimburse at the current IRS rate (65.5¢) per mile from location of employment to location of meeting (confirmed mileage need be submitted).

It is **REQUIRED** that all expense reimbursement requests be submitted on the ITOPAC Expense Reimbursement Form and Form A-136 **WITHIN 30 DAYS** following the meeting and must be **SIGNED BY FINANCIAL SECRETARY** of the Local Union. It may take up to six weeks for checks to be processed.

PLEASE MAIL OR EMAIL YOUR EXPENSE REPORT TO:

UAW TOP DEPARTMENT

by email to Nicki McDonald/ Nova Schollenberger

8000 E. Jefferson Avenue

Detroit, MI 48214

Nicki McDonald at nmcdonald@uaw.net and Nova Schollenberger at nscholl@uaw.net

ITOPAC EXPENSE REIMBURSEMENT FORM

DATE AND LOCATION OF MEETING: August 24 – August 30, 2024
Marriott Marquis Chicago
2121 S. Prairie Avenue
Chicago, Illinois 60616

LOCAL UNION NUMBER: _____

MEMBER'S NAME: _____

DAILY WAGE RATE: \$ _____

OUT-OF-TOWN EXPENSE: \$ _____

DAY OF RETURN: \$ _____

AIR FARE: \$ _____

HOTEL: \$ MASTER

MILEAGE: *** \$ _____

CAB/LIMO/SHUTTLE FARE: \$ _____

PARKING/TOLLS: \$ _____

OTHER: \$ _____

TOTAL: \$ _____

REIMBURSEMENT REQUEST MUST

BE SUBMITTED WITHIN 30 DAYS

AFTER THE MEETING

PLEASE EMAIL TO:

Nicki McDonald/ Nova Schollenberger

Nicki McDonald at nmcdonald@uaw.net

Nova Schollenberger at nscholl@uaw.net

FINANCIAL SECRETARY'S SIGNATURE: _____

FINANCIAL SECRETARY'S NAME AND LOCAL UNION ADDRESS:

LOCAL UNION TELEPHONE NUMBER: _____

* Note: Must submit a hard copy of mileage verification (i.e., Google, MapQuest, etc.)
For parking at Detroit Metro Airport, U.S. Park must be used for reimbursement.

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