



DATE: May 8, 2023

TO: All UAW General Motors and GMCH Local Union Presidents, Chairpersons, Vice Presidents, Recording Secretaries, Financial Secretaries, Health and Safety Representatives, IH/JETT and Joint Skilled Trades Safety Team Co-Chair

GM Plant Executive Directors, GM Plant Directors, GM Plant Managers, Site HR/LR Directors, Personnel Directors, US Safety Group Managers, Safety Supervisors and Health and Safety Representatives, Regional Industrial Hygienists, JETT's and Joint Skilled Trades Safety Team Co-Chair

RE: **2023 UAW-GM HEALTH AND SAFETY CONFERENCE**

Greetings:

We are pleased to announce that the 2023 UAW-GM Labor Management Committees Trust Fund ("LMC Trust") Health and Safety Conference will be held June 19 – June 23, 2023, in Detroit, MI.

The events will be held at:

**Huntington Place Convention Center  
1 Washington Blvd  
Detroit, MI 48226**

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

In addition to the H&S conference, leadership will be holding a Key 4 meeting on June 21, 2023. A separate call letter will be provided at a later date with specific details.

If you have any questions concerning **Health and Safety Conference** registration, travel or expense guidelines please contact:

UAW Coordinator, Sean D'Angelo  
GM Coordinator, Sean Finnell

[sean.dangelo@uawgmjp.com](mailto:sean.dangelo@uawgmjp.com)  
[Sean.Finnell@gm.com](mailto:Sean.Finnell@gm.com)

We look forward to seeing you all there.

*Dave Shoemaker*

Dave Shoemaker  
UAW Executive Co-Director

*Arthur Huber*

Art Huber  
GM Executive Co-Director



## CONFERENCE PARTICIPATION & REIMBURSEMENT GUIDELINES

### **CONFERENCE/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 at 8:00am on May 15, 2023, and close promptly at 4:00pm on May 21, 2023. No registration will be accepted after May 31, 2023.**

Please **do not** reserve hotel rooms via the hotel websites or SAP Concur. Any rooms booked outside the enrollment site will not be reimbursed.

[www.gmprogramhq.com/safety](http://www.gmprogramhq.com/safety)

Access code for those attending the Health and Safety Conference is: **safety**

### **CONFERENCE CREDENTIALS**

Health & Safety

Registered attendees may pick up conference badges and materials at the Conference Registration Desk within the Marriott RenCen, on Monday, June 19, from 12:00pm to 5:00pm or Tuesday, June 20 from 7:00am - 8:30am at Huntington Place Convention Center (formerly Cobo Hall). Attendees must wear conference credentials at all times when attending the event.

### **WAGES**

Wages will be paid for by each respective plant for UAW Health and Safety Representatives 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.

### **ALTERNATES**

As provided by the Memorandum of Understanding on Health and Safety in the National Agreement, the Alternate Health and Safety Representatives will be allowed to function in the

plant during the absence of the regular Health and Safety Representative(s) attending this conference.

## **ATTENDEE EXPENSES**

Conference attendees are UAW Local Union Presidents, Chairpersons and Internationally appointed UAW Health and Safety Representatives (not alternates), IH/JETT, Joint Skilled Trades Safety Team Co-Chair as well as GM Plant Executive Directors, GM Plant Directors, GM Plant Managers, Site HR/LR Directors, Personnel Directors, Joint Ergonomic Technicians, Regional Industrial Hygienists, and Safety Supervisors and Health and Safety Representatives. **No substitutes are permitted without approval from the Assistant Directors of the Health and Safety Department.**

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

## **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:

<https://gmweb.gm.com/legal/Legal/GECC%20Global%20Policy%20Manual/Travel%20Expense%20Policy.pdf>

These guidelines must be used for the reimbursement of funds for specific costs associated with approved UAW-GM Joint Programs Conferences and Training. 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 similar to what is currently being done for regional Health & Safety training).

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

<https://socrates.gm.com/programs/services/travel/global/en/gm/home/corporate-card.html>

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](mailto:gmprogramhq@morleynet.com) or 800.464.3400).

## **APPROVED TRAVEL DAYS**

### **FOR HEALTH & SAFETY CONFERENCE**

- June 19-June 24

## **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 **June 5, 2022**. 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 H & S conference will conclude at 3:00pm on Friday, June 23rd. 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, Concur Travel will give the following travel rule notifications that you will need to confirm by selecting 'OK' and choosing the 'Attending a Meeting/Convention' reason.

## ATTENTION!



Your trip does not have any car or hotel reservations.

You can add a car or hotel reservation from the itinerary display.

Click "Cancel" to go back and add a car and/or hotel, or click "OK" to continue with your present itinerary.

Cancel

OK

SAP Concur

Sign Out

## Travel Rule Triggered

This trip is not in compliance with the following travel rule(s):

⚠ All trips Notify Manager

⚠ Trip duration \u003E= 1 days and Itinerary has air segments and Itinerary has no hotel segments Log For Reports

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

-- Please Choose a Reason --

- Please Choose a Reason --
- Plan to book my hotel at a later date
- Using corporate, government, Family, Friends, or other housing
- My hotel choice was not available
- Attending a Meeting/Convention
- Hotel has been booked by a 3rd party

trips which you did not take:

Save

Cancel

## CAR RENTAL

Car rentals **will not** be reimbursed by the UAW-GM Labor Management Committees Trust Fund (LMC Trust).

## PERSONAL VEHICLE

All attendees from Michigan, Illinois, and Ohio facilities along with Ft Wayne Assembly, Marion Stamping and GMCH Kokomo are required to drive. Attendees who are in sites not listed above must have joint authorization to drive from the UAW-GM Assistant Directors of Health and Safety.

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, Maven, or other comparable ride share services in accordance with local practice. Employees should utilize the most cost-effective option.

## **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 Health and Safety Conference, breakfast and lunch will be provided at the conference Tuesday through Friday; 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.

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

Concur:

[Expense Reports \(gm.com\)](https://gm.com/concur)

Concur Training Hub:

[End User - Getting Started with Concur - English \(US\) | SAP Concur Training](https://gm.com/concur-training)

## **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.

<b>Plant</b>	<b>Health &amp; Safety Conference WBS</b>
ARLINGTON ASSEMBLY	EZ-TH023-USJTTH3768
BAY CITY POWERTRAIN	EZ-TH023-USJTTH1368
BEDFORD	EZ-TH023-USJTTHFA68
BOWLING GREEN ASSEMBLY	EZ-TH023-USJTTH1968
CCA CHARLOTTE	EZ-TH023-USJTTHCC68
CCA CHICAGO	EZ-TH023-USJTTHCB68
CCA CINCINNATI	EZ-TH023-USJTTHCI68
CCA DAVISON	EZ-TH023-USJTTHCD68
CCA DENVER	EZ-TH023-USJTTHCV68
CCA FLINT	EZ-TH023-USJTTHCF68
CCA FORT WORTH	EZ-TH023-USJTTHCW68
CCA HUDSON	EZ-TH023-USJTTHCH68
CCA JACKSON	EZ-TH023-USJTTHCJ68
CCA LANSING	EZ-TH023-USJTTHCL68
CCA MARTINSBURG	EZ-TH023-USJTTHCM68
CCA MEMPHIS	EZ-TH023-USJTTHCE68
CCA PHILADELPHIA	EZ-TH023-USJTTHCQ68
CCA PONTIAC	EZ-TH023-USJTTHCP68
CCA RANCHO CUCAMONGA	EZ-TH023-USJTTHCG68
CCA RENO	EZ-TH023-USJTTHCR68
CCA WILLOW RUN	EZ-TH023-USJTTHCU68
CCA YPSILANTI	EZ-TH023-USJTTHCY68
DEFIANCE	EZ-TH023-USJTTHFC68
FACTORY ZERO	EZ-TH023-USJTTH5868
FAIRFAX ASSEMBLY	EZ-TH023-USJTTH0968
FLINT ASSEMBLY	EZ-TH023-USJTTHTF68
FLINT ENGINE OPS	EZ-TH023-USJTTH1568
FLINT NAETC	EZ-TH023-USJTTH6368
FLINT STAMPING	EZ-TH023-USJTTHTG68
FORT WAYNE ASSEMBLY	EZ-TH023-USJTTHTD68
GMCH GRAND RAPIDS	EZ-TH023-USJTTHGR68
GMCH KOKOMO	EZ-TH023-USJTTHKO68
GMCH LOCKPORT	EZ-TH023-USJTTHLO68
GMCH ROCHESTER	EZ-TH023-USJTTHRO68
LANSING DT ASSEMBLY	EZ-TH023-USJTTHBK68
LANSING GR ASSEMBLY	EZ-TH023-USJTTHBJ68
MARION STAMPING	EZ-TH023-USJTTH2868
MILFORD PROVING GROUNDS	EZ-TH023-USJTTHNE68
ORION ASSEMBLY	EZ-TH023-USJTTH5468
PARMA STAMPING	EZ-TH023-USJTTH3168
PONTIAC STAMPING	EZ-TH023-USJTTH0368
ROMULUS POWERTRAIN	EZ-TH023-USJTTH1268
SMCO	EZ-TH023-USJTTHFF68
SPRINGHILL ASSEMBLY	EZ-TH023-USJTTH4068
TOLEDO	EZ-TH023-USJTTHKD68
TONAWANDA POWERTRAIN	EZ-TH023-USJTTH3068

WARREN TECH CENTER	EZ-TH023-USJTTHNA68
WENTZVILLE ASSEMBLY	EZ-TH023-USJTTH5968