

Local 943 Reimbursement Request

Southwest Suburban Federation of Teachers • AFT Local 943 • 15521 S. 70 th Court, Orland Park, Illinois 60462 • (708) 633-0943

Name (*please print*):

Council:

Event:

Home Address:

City/St/Zip:

Date Submitted:

EXPENSES	Date	Date	Date	Date	Date	Date	TOTAL
Breakfast							
Lunch							
Dinner							
Total Meals*	\$	\$	\$	\$	\$	\$	\$
<i>*not to exceed \$75 per day</i>							
Taxi/Limo	\$	\$	\$	\$	\$	\$	\$
Miscellaneous	\$	\$	\$	\$	\$	\$	\$
Hotel room							\$
Transportation (<i>Air, Bus, or Train fare to and from event</i>)							\$
Auto Mileage (<i>number of miles</i>)	x IRS rate 65.5 cents (January 1, 2023) =						\$
Registration (<i>If not prepaid by the union</i>)							\$
GRAND TOTAL							\$

Please fill out this reimbursement request, attach all ORIGINAL receipts and return to:

Southwest Suburban Federation of Teachers, AFT Local 943, Att: Alfredia Jamison
15521 S. 70th Ct., Orland Park, IL 60462

You will be reimbursed for your airfare, train fare, bus fare, or automobile miles at the cost of airfare or current IRS rate (whichever is less); the cost of a single room (sharing a room is encouraged); registration not prepaid by the Local); and *up to seventy-five (\$75) dollars total per day for meals.

NOTE: If meals are provided at the event, the per diem amount (\$75) will be adjusted as follows: \$10.00 less for breakfast and \$15.00 less for lunch. If your meals are listed on the receipt with others who are not attending the conference or convention, circle your cost for the meal on the receipt and enter only that portion on this form.

If you have any questions, please contact Alfredia Jamison, AFT Local 943 at 708-633-0943 x226.

Remember -- You must have receipts in order to be reimbursed.