

CWA Local 1101 350 West 31st Street 2nd Fl NYC, NY 10001

Payroll Voucher

Name _____
 Address _____
 City, State & Zip _____

Union Position _____
 Dept. _____
 S.S. # _____

		Representation	Union	Political	General	Charity	
		Activities	Administration	Activities	Overhead	Gifts & Grants	Total
Date	Weekday	Hours	Hours	Hours	Hours	Hours	Hours
	Sunday						
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						

W/E Date ___/___/___

Total Hours _____

If these expenses can be recovered from the International (please check)

 (Name and Location of International Union Representative to contact)

Note: Only original receipts must be attached to this form.

Signature _____

Date _____

Signature of Vice President _____
 Signature _____
 Pmt authorized _____ Title _____
 Date _____

Representation Activities:

- Preparation for bargaining activities.
- Meeting with company on bargaining.
- Wages and expenses associated directly with bargaining.
- Preparation for arbitration and grievances.
- Hearing grievances and arbitration.
- Providing contractual guidance to employees in answering their inquiries on matters dealing with employees to explain the contract.
- Meeting with employees to explain the contract.
- Any effort to become the exclusive bargaining agent for a group of employees, or to defend existing shops against a raid or desertification (organizing).

Union Administration:

- Elections of officers and representatives.
- Costs associated with regular membership meetings.
- Conventions and District meetings, but not Legislative.
- Union discipline Meetings (Trial Court).
- Administration of Trust
Membership and steward educational meeting, but not political education.

Contributions, Gifts and Grants:

- All direct and indirect contributions to any charity, or person.
- Scholarship awards.
- Retirement Trust Payments to retiring members or the trust fund for that purpose.
Collections for, and distributions to members for any reason (Hero's Fund).

Political Activity:

- All direct or indirect payment to a person, or entity that is designed to influence the selection, nomination, election, or appointment of anyone to a Federal, State or Local political office.
- Any lobbying efforts for, or against any piece of legislation.
- Any communication with members and agency fee payers in a "get out the vote" effort.
- Any expenses associated with the establishment of COPE funds, including the cost of solicitation of persons to sign up for COPE.

General Overhead

- All general expenses of the union, which cannot be allocated to the other four categories.
- The clerical support personnel working at the union. (OPEIU)
- Rent, utilities and office cleaning and maintenance expenses.
- Office equipment except the equipment that is used to support the other four categories. It will be necessary to break out certain bills such as office copier.
- All expenditures for food and beverages.