

IAFF 1099/T4a Expense Report

Expense Report of _____ For Week Ending Saturday _____

Address _____ ☐ Check here if this is a new address (within last 6 months)

City _____ State/Province _____ Zip _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Fee for Services								
Hotel								
Transportation Air/Rail								
Auto Mileage								
Car Rental/Taxi								
Parking/Tolls								
Telephone/Fax								
Miscellaneous								
Reimburse Totals								

I hereby authorize the IAFF to deduct from the total amount due on this report and remit that amount to IAFF FIREPAC.

- ☐ \$750 Chairman's Council >> Windshirt size ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL ☐ 4XL
- ☐ \$500 Leadership Trust
- ☐ \$200 Founder's Circle
- ☐ \$100 President's Club
- ☐ \$50 Capitol Club
- ☐ \$25 FIREPAC Supporter ☐ Other amount _____ or ☒ None Signature _____

The making of a voluntary contribution to FIREPAC is not a condition of membership in the union or of employment by my employer; I may refuse to contribute without reprisal.

FIREPAC contributions are not deductible for federal income tax purposes.

The applicant is not receiving funds from any other organization for expenses included on this voucher.

Initials

Circle amounts charged to IAFF and the other side of all vouchers must be completed.

For International Office Use Only

DAILY FEE: _____

REIMBURSED COSTS: _____

TOTAL COSTS _____

Signature _____

Date _____

Approved by _____

Vice-President or Supervisor

_____/_____/_____

Date

General President

_____/_____/_____

Date

General Secretary-Treasurer

_____/_____/_____

Date



International Association of Fire Fighters
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(202) 737-8484 • (202) 737-8418



Expense Report of _____ For Week Ending Saturday _____

Work Authorized by _____

Instructions

- * State in detail any expense amount on the opposite page referring to **Miscellaneous** expenses.
- * Failure to supply all required information will result in the expense form being returned for proper completion.
- * Hotel bills, transportation, and miscellaneous **receipts are required.**
- * In the case of unusual items of expense, authorization must be obtained from the IAFF Office before expenditure is made.
- * Automobile travel is limited to 500 miles per assignment, at the current business standard mileage rate, unless otherwise authorized. The current rate can be found at <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>.
- * On assignments that do not require staying overnight and automobile transportation is used, a gasoline receipt showing date and city visited is required.
- * Payment received following submission of this expense report is for identified expenses and services rendered to the IAFF in a non-employment capacity.

For each day of the week that you were on IAFF assignment and are seeking expense reimbursement, state the nature and purpose of the activity in the appropriate boxes below (and identify specifically the affiliates, organizations or other persons involved in the activity, the meeting or conference attended, and the location of the activity).

See the following illustration:

<u>Day</u>	<u>Activity Description</u>	<u>City & State</u>
Sunday	Traveled to Peoria, IL for Local 50 contract negotiations.	Peoria, IL
Monday	Participated in contract bargaining session with Local 50 negotiating team and City of Peoria representatives. Met with Local 50 officers and City Council Member Smith on repealing residency requirement for city employees.	Peoria, IL

Day	Activity Description	City & State	(IAFF Use Only)
Sunday			_____ _____ _____
Monday			_____ _____ _____
Tuesday			_____ _____ _____
Wednesday			_____ _____ _____
Thursday			_____ _____ _____
Friday			_____ _____ _____
Saturday			_____ _____ _____