

PAYROLL VOUCHER - UWUA LOCAL 132
PLEASE COMPLETE ALL OF FORM TO BE REIMBURSED

Union Business W/Pay(Company Pays) R7
Union Business without Pay B1
Union Business W/Pay(Union Reimburse Co) UP

NAME: _____

ADDRESS: _____

(City) (State) (Zip Code)

CLASSIFICATION: _____

GRADE: _____ **TOP GRADE:** YES _____ NO _____

ARE YOU RED CIRCLED: YES _____ NO _____

IF RED CIRCLED AT WHAT RATE: \$ _____

SIGNATURE: _____

Lost Time Date: _____

Scheduled Shift:

From: _____ **To:** _____

Released:

From: _____ **To:** _____

Lost Time Date: _____

Scheduled Shift:

From: _____ **To:** _____

Released:

From: _____ **To:** _____

Refer to back of this sheet for explanation of six (6) descriptions:

DATE	DESCRIPTION (See Below)	1. Hours	2. Hours	3. Hours	4. Hours	5. Hours	6. Hours
		Representation	Political	Administrative	General	Contributions	Organizing

Description column: Briefly list your activities for each day, including people and locations that will help to better identify the work you are doing. Also detail your activities and time spent for each, then appropriate columns to the right of the description column. Reports should be turned in weekly, however at no time should you have more than two weeks of reports outstanding.

EXPLANATION OF SIX (6) DESCRIPTIONS:

- 1) **Representational Activities:** collective bargaining, negotiations, arbitration, grievances, internal organizing or new member sign-up.
- 2) **Political Activities & Lobbying:** get-out-the-vote, voter education campaigns, polling, precinct walking, telephone banking, solicitation of PAC funds, political education, etc.
- 3) **Administrative:** nominations, election of officers, union's regular membership meetings, national & international meetings, member education programs, disciplinary proceedings, etc.
- 4) **General Overhead:** includes all direct and indirect disbursements that cannot be allocated to any other categories, general overhead.
- 5) **Contributions:** charitable work, community development, scholarship funds, disaster & relief assistance, etc.
- 6) **Organizing:** organizing NEW work trades, work forces, industries.