

# LOCAL LODGE 701 OFFICER, STEWARD & MEMBER CHECK REQUEST



PAY TO THE ORDER OF: \_\_\_\_\_  
(PLEASE PRINT)

Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Birth Date \_\_\_\_\_ Exemptions \_\_\_\_\_

<u>Date</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>	Gross _____
_____ Monday	_____	X	_____	Taxable Per Diem _____
_____ Tuesday	_____	X	_____	Gross Income _____
_____ Wednesday	_____	X	_____	(Social Security) _____
_____ Thursday	_____	X	_____	(Medicare) _____
_____ Friday	_____	X	_____	(Federal W/H) _____
_____ Saturday	_____	X	_____	(State W/H) _____
_____ Sunday	_____	X	_____	(Other W/H) _____
				Net Wages _____

Reason: \_\_\_\_\_

Schedule 15 _____%	Schedule 16 _____%	Schedule 17 _____%	Schedule 18 _____%	Schedule 19 _____%
<b>Representational Activities</b>  Preparation for and participation in the negotiation of collective bargaining agreements. Administration and enforcement of the agreements. Efforts to become the exclusive bargaining representative for any unit of employees. Keep from losing a unit in a decertification election or to another union. Recruiting new members.	<b>Political Activities and Lobbying</b>  Political disbursements or contribution in money. Entities and individuals associated with dealing with the executive and legislative branches of the Federal, state and local governments and with independent agencies and staffs to advance the passage or defeat of existing or potential laws or the promulgation or any other action with respect to rules or regulations (including litigation expenses.)	<b>Contributions, Gifts &amp; Grants</b>  Charitable contributions, or contributions to scholarship funds. Examples of adequate descriptions are: medical research, community development, job retraining, education, disaster and relief assistance, or athletic and youth sponsorships.	<b>General Overhead</b>  Not allocable to any of the other disbursement categories in Statement B. Would include support personnel at headquarters, building maintenance personnel, and security guards. The salary of an assistant, whenever possible, should be allocated at the same ratio as the person or persons to whom they provide support (Schedule 11 and 12.) The purpose should include sufficient detail to determine why the disbursement cannot be allocated to another schedule.	<b>Union Administration</b>  Includes nomination and election of officers, the union's regular membership meetings, intermediate, national and international meetings, union disciplinary procedures, the administration of trusteeships, the administration of apprenticeship and member education programs (not including political education, which should be reported in Schedule 16.) The purpose should be sufficient to explain why it's not included in another schedule.

Mileage:						
Date	From	To	Return ? Yes or No	Total Mileage	Rate	Total

Miscellaneous Expenses: \_\_\_\_\_  
(ORIGINAL RECEIPTS REQUIRED)

By signing below I certify that the wages and/or expenses requested herein were incurred in the performance of  
 Official Union Business for Local 701

Signature: \_\_\_\_\_  
(REQUIRED) Signature of member requesting payment

\_\_\_\_\_ Business Representative's Signature of Approval

\_\_\_\_\_ Directing Business Representative's Signature of Approval

\_\_\_\_\_ President's Signature

Date \_\_\_\_\_ Net Wages \_\_\_\_\_

Date \_\_\_\_\_ Net Expenses \_\_\_\_\_

Date \_\_\_\_\_ Check Total \_\_\_\_\_

Date \_\_\_\_\_ Check Date \_\_\_\_\_

Date \_\_\_\_\_ Check Number \_\_\_\_\_