

LOCAL UNION GUIDELINES

For

2019 STANDING COMMITTEES LEADERSHIP INSTITUTE

WALTER & MAY REUTHER UAW FAMILY EDUCATION CENTER

- FILING DEADLINES
- REGISTRATION FORM
- DELEGATE BRIEFING
- MICHIGAN MAP AND DIRECTIONS

The following information is provided to assist local unions in processing applications for the Leadership Institute. These guidelines should prevent any misunderstanding regarding delegate selection and local union financial obligations.

The Leadership Institute is designed to provide specific training for leaders and members. Locals are encouraged to:

- Select first-time delegates who want to become more involved in the local union.
- Avoid sending delegates who have attended similar programs at Center, regional summer schools or other programs.

ELIGIBILITY

Delegate eligibility is limited to active members of your local union, including members on lay-off or on strike. However, members on sick leave, retired members and spouses who are not members of your local union are not eligible to attend.

REGISTRATION and DEADLINES

Local unions should return registration forms and checks to their regional office according to the following deadlines. Applications received after the registration cutoff deadline will be filled only if space remains available.

SESSION DATE	APPLICATION DEADLINE Include \$75 registration fee	AIRLINE DEADLINE (Last day for reduced fare) Complete online registration
June 23-28	Thursday May 30	Friday June 7

REGISTRATION FEES

- A \$75 non-refundable registration fee must be submitted per person by the local union and must accompany the registration forms sent to the regional office, including subsidized delegates.
- Registrations received without the \$75 registration fee will not be accepted.
- Submit one check for each session made payable to "UBE, Inc."
- Write session date and name(s) of delegates in check "memo" area.
- Checks that include more than one session cannot be processed and will be returned.

TRANSPORTATION

Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Walter and May Reuther UAW Family Education Center. Mileage figures are based on the Rand-McNally Travel Guide. Do not rely on MapQuest or other Internet mileage charts. When in doubt, contact your regional office. For those who live more than 500 miles (one-way) from the Center, the following options are available:

DRIVING TO CENTER: Mileage and motel reimbursement

Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way). After 1,000 miles, a driver will be reimbursed the IRS rate for each mile. The International Union determines mileage according to the Rand-McNally.

On trips to and returning from the Center, delegates who drive are entitled each way to one night's lodging for 500 miles or more; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; \$80 per night for double occupancy. Delegates must save motel receipts and submit to

Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls or other expenses incurred during the trip.

FLYING TO CENTER: Air Travel Arrangements and Reimbursement

Local unions must also complete the online UBE Airline Reservation at <http://www.cvent.com/d/hbqvcw>. Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to \$150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

- To take advantage of super-saver rates, all flight arrangements will be made by the Family Education Center at least 15-21 days in advance. (See chart with deadlines on page one)
- All tickets are non-refundable or transferrable.
- When contacted by the travel agency, be prepared to pay for airfare with either credit card or local union check. No personal checks will be accepted. TSI will email delegates itinerary that will include the Invoice for payment to the email address provided through the online registration.

≧ AIRLINE PROCEDURE ≦

If paying for airfare with a local union check, payment must be mailed within 24 hours after you are contacted by TSI. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the "Invoice."

Saturday Lodging/Sunday Bus Charter: To assure maximum savings, delegates will be required to arrive in Detroit on Saturday preceding their Sunday departure to Center. You will be provided one night's lodging (double occupancy). Hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses will provide transportation to the Family Education Center for those who fly into Detroit. Charter buses leave Detroit at 9:00 a.m. EST and arrive at the Center at approximately 3:30 p.m. A one-hour lunch stop is planned during the bus trip. There is a new convenience store located at the center for any incidentals or other items you may need during your stay. For the Friday return-trip to your home, no flights will be made prior to 4:30 p.m. EST.

Airfare Charge: A \$75 airfare charge is required of all flyers. Do not pay in advance. It is deducted from the refund check issued upon completion of the program. In the event of cancellation, airfare is not refundable. (For a fee, the ticket may be used within one year. Contact the travel agency for more details.)

In cases where airline reservations are not made at least 15-days in advance, the International Union reimburses only the cost of a super-saver advance fare. Any deviations must be discussed and approved by the regional director and Family Education Center in advance of arrival.

LOST TIME

The payment of lost-time is the sole responsibility of the local union.

CANCELLATION AND REPLACEMENT (Transfer of \$75 Registration Fee)

The regional office should be notified immediately of the names of cancellation and/or replacement delegates. If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, delegates must be provided the name of the member they are replacing. Upon check-in at the Center, a replacement who provides the name of a last-minute cancellation will be able to transfer the \$75 registration fee to their fee.

Local Union:

**Please pass the following
information on to delegates attending
the Leadership Institute.**