

HUMBOLDT STATE UNIVERSITY

Facilities Management

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Standard Operating Procedure: FSS013-160402

Title: Mileage & Meal Reimbursements for CSUEU Employees

The following interdepartmental procedure shall be utilized by Facilities Management staff to ensure mileage and meal reimbursements as allowed within the collective bargaining agreement for CSUEU employees are properly reviewed and distributed.

Reimbursements Associated with Call Back Work

Per Article 19.17 of the current CSUEU Collective Bargaining Agreement, call back work is defined as work performed at a time outside of and not continuous with an employee's regular work schedule. Employees who perform such work are entitled to mileage expense reimbursement, if requested, based on a Public Employment Relations Board case LA-CE-1155-H. The amount reimbursed shall be calculated using the number of round-trip miles traveled from an employee's residence to the University using the current mileage reimbursement rate established in the University's Travel Policy.

Reimbursements Associated with Extended Work Hours

Employees required to work extended hours (immediately before and immediately after their regular shift) may be entitled to a meal reimbursement if the number of extended hours worked exceeds two hours and as defined by Article 19.15 of the CSUEU Collective Bargaining Agreement. The maximum amount reimbursed per meal shall be \$15.00 and must be supported by a receipt submitted within thirty calendar days of the day worked.

Reimbursement Process

Employees completing call back or extended hours work shall report such activity via the Authorization & Approval of Extra Hours Worked Form. Receipts for meal purchase must be attached to the form. All completed forms and accompanying meal purchase receipts shall be reviewed by the employee's supervising manager who shall be responsible to verify whether or not such work qualifies for the reimbursements noted above. Managers shall submit completed forms to the designated Facility Support Services staff member responsible to prepare required reimbursement paperwork. Completed reimbursement paperwork must be reviewed and approved by the employee's supervising manager. If not approved, Managers will review such with the employee. Appeals of a Unit Manager's decision may be made the Associate Vice President, Facilities Management.

REFERENCES

- CSUEU Collective Bargaining Agreement
- Public Employment Relations Board Case LA-CE-1155-H
- Authorization & Approval of Extra Hours Worked Form