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***Things that are needed in a Payroll Voucher in order for  
the Recording Secretary & President to authorize the  
Treasurer to process a check.***

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1. If a I9, W4 Federal & State is not on file with the Union then they need to be filled out
2. Voucher filled out in full & signed by the member.
  - a. Lost time vouchers should not just say "meeting, conference, audit, and should never be left blank. Be specific, need to add the why, place, people and purpose. "Union business" is NOT a purpose.
  - b. Copy of the members ATA to cover lost time on 00002809 (must match what is filled out on the signed Voucher).
  - c. When mileage reimbursement is requested by the member and written in the "reason for claim" section of the voucher, the member must attach a printout from the internet as stated in MDA By-Laws Article III, section 1, and subsection b.
  - d. When 401K reimbursement is requested by the member in the "reason for claim" section of the voucher, the member must attach a pay stub. The pay it is based on the percentage of company loss up to 4% at \$1.00 and 5% & 6% at \$0.50. ( MDA By-Laws Article III, Section 2, Subsection b)
    - i. Example 1, paystub shows 401k % at 9%, the breakdown is Hourly rate x Hours lost x 5% = \$0.00.
    - ii. Example 2, Paystub shows 401k % at 5%, the breakdown is Hourly rate x Hours lost x 4.5% = \$0.00.
  - e. When meal reimbursement is requested by the member and written in the "reason for claim" section of the voucher, the member must attach a receipt and the Union will reimburse you. (MDA By-Laws Article III, Section 2, Subsection k)
    - i. If there is an overnight stay and travel is less than one hundred (100) miles one-way, per diem is payable except on the day of return. (MDA By-Laws Article III, Section 2, Subsection e paragraph 4)

**Note: all paperwork needs to be turned in and authorized for payment by close of business Wednesday of the following week in order for the paycheck to be processed by Friday. Anyone late will be processed the following week with that paycheck run.**