

## **TRAVEL AND SUBSISTENCE PROVISIONS**

### **CRAFT/CLASSIFICATION**

Glazier

### **ID**

200-169-1

### **LOCALITY**

Alameda, Contra Costa, Marin, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano (Applies Solano county except the following cities: Dixon, El Mira, Rio Vista, and Vacaville) and Sonoma Counties

## **TRAVEL AND SUBSISTENCE**

### **ARTICLE 12**

#### **TRAVEL TIME and SUBSISTENCE**

##### **Section A. Travel Time**

Employees who are required to jobsite report more than forty (40) miles from the point of dispatch (employee's home or individual Employer's shop) as determined by the individual Employer, shall receive Wages and Benefits for all time spent traveling beyond forty (40) miles from the point of dispatch to the jobsite and return. Employees reporting in their private vehicles to a jobsite more than forty (40) miles from the point of dispatch, shall also receive mileage at the current IRS rate per mile for all miles traveled outside of the forty (40) miles. (Mileage and drive time is to be based on Google Maps). Mileage will be paid on a per vehicle basis. This system is based on employees reporting to their jobsite at their regular start time and working on the job until their regular quitting time. Travel from jobsite to jobsite in a private vehicle shall be considered as hours worked and mileage will be reimbursed at the current IRS rate per mile. All travel commencing after reporting to the Employers shop to and from the jobsite will be considered as hours worked and use of the employee's vehicle will be reimbursed at the current IRS rate per mile. At no time shall the employee be allowed to transport the Employer's material or equipment, other than those listed in Article 32, Section M(3), in his/her own vehicle.

##### **Section B. Subsistence**

1. When employees are required to live away from their personal place of residence, in order to report for work when and where directed by the Employer, each employee shall receive lodging, or an amount equal to reasonable lodging, in advance, plus Subsistence in the amount of seventy-five dollars (\$75.00) per day, in advance, on a separate check.
2. Round trip airfare, mileage, or transportation shall be provided by the Employer on all jobs in which subsistence is required.
3. Employees shall receive Travel Time, from the point of dispatch to the jobsite and return, on all jobs in which subsistence is required.

## Section C. Travel Time Calculation Sheet

The following Travel Time Calculation Sheet shall be used in conjunction with Google Maps in order to determine Travel Reimbursement and Fringe Benefits contributions.

### Travel Time Calculation Sheet (Formulas)

Employee Name:

From: Starting Address

To: Destination Address

Actual Commute Minutes (One Way)  
(Enter minutes as per Google Maps)

Actual Commute Miles (One Way)  
(Enter miles as per Google Maps)

Minutes Per Mile  
Calculation = (Minutes ÷ Miles)

Adjusted Commute Minutes (One Way)  
Calculation = (Adjusted Commute Miles × Minutes Per Mile)

Adjusted Commute Miles (One Way)  
Calculation = (Actual Commute Miles -40)

Round Trip Minutes  
Calculation = (Adjusted Commute Minutes × 2)

Round Trip Miles  
Calculation = (Adjusted Commute Miles × 2)

Daily Travel Time  
Calculation = (Round Trip Minutes rounded to the nearest ¼ hour)

Mileage Reimbursement  
Calculation = (Round Trip Miles × Current IRS rate)

### Travel Time Calculation Sheet (Example)

Employee Name: John Doe

From: 123 Any Street, San Francisco, CA

To: 456 Main Street, Fremont, CA

Actual Commute Minutes (One Way): 52.00

Actual Commute Miles (One Way): 50.00

Minutes Per Mile: 1.04

Adjusted Commute Minutes (One Way): 10.40

Adjusted Commute Miles (One Way): 10.00

Round Trip Minutes: 20.80

Round Trip Miles: 20.00

Daily Travel Time: 1 ÷ 4

Mileage Reimbursement: \$11.50

## **ARTICLE 13**

### **COMMUTING, REIMBURSEMENT, PARKING EXPENSES and OTHER EXPENSES**

#### **Section A. Expense Reimbursement**

All monies expended for carfare, toll expenses, telephone, parking while driving the Employer's vehicle, and other legitimate expenses incurred in going to and from the shop to the jobsite, and from jobsite to jobsite shall be paid by the Employer upon presentation of appropriate bona fide receipts, if available. Receipts must be turned into the Employer for reimbursement on a weekly basis. If the Employee fails to turn in their receipts weekly, the Employer shall not be obliged to reimburse the late receipts.

#### **Section B. Parking Expenses**

When employees are driving their own vehicles for the purpose of jobsite reporting and no free public parking is available, parking expenses will be reimbursed by the Employer upon presentation of bona fide receipts. Employees must be prudent in selecting the least expensive parking facility within five (5) blocks of the jobsite. When toll expenses are incurred while reporting directly to the jobsite they shall be paid by the Employer. All parking and bridge tolls are to be paid by the Employer. Receipts for parking must be turned in to the Employer for reimbursement on a weekly basis. "FasTrak" users will be reimbursed upon showing of receipts on a monthly basis. All reimbursements for parking are to be paid weekly and in full at time of lay-off or termination. Whenever possible, the employees are encouraged to car pool to the jobsite.

#### **Section C. Parking Tickets**

Parking violations incurred while using the Employer's vehicle will be reimbursed providing that the violation was not flagrant in nature and due care was exercised in trying to prevent receiving such a citation.

#### **Section D. Public Transportation**

When an employee is required to report to a jobsite and it is more economical and/or convenient for the employee to use public transportation, the cost of public transportation shall be paid in advance or reimbursed to the employee. The use of public transportation shall be at the sole discretion of the employee.