

NEW DEPARTMENT OF LABOR REPORTING REQUIREMENTS
QUESTIONS & ANSWERS

Q. On the Credit Card Approval Slip, would auto rentals and taxi fares be charged to new Transportation Account No. 52025?

A. No. Auto rentals and taxi fares would be charged to Auto Expense Account No. 52030. Transportation Account No. 52025 should only include charges for transportation by public carrier such as airline, train or bus.

Q. On the Credit Card Approval Slip, can meals be included in the amount charged to Hotel Account No. 52015?

A. No. Only room rent charges should be charged to Hotel Account No. 52015.

Q. On the Credit Card Allocation Form, does the column for Account Number refer to the National Division account number that the disbursement was charged to or does it refer to the vendor's account number?

A. It refers to the National Division account number that the disbursement was charged to.

Q. Do only full time officers and employees need to complete the new Officers and Employees Time Allocation Form?

A. No. All Officers and Appointees listed in the BMWED Directory and all full and part time employees of the National Division or System Division and Federations must complete the form and forward it to National Division by April 15, 2006.

Q. How can a single disbursement be allocated to multiple functional categories?

A. All available data should be used in order to accurately allocate disbursements to the appropriate functional categories. When it is not possible to be precise, good faith estimates are acceptable.

Q. How are payments to a vendor (e.g., a travel agency) who thereafter makes payments to third party vendors (airlines, hotels, etc.) to be reported?

A. The third party vendors (airlines, hotels, etc.) would be considered the payee's for these types of disbursements. There may, of course, be situations where a travel agency or other vendor sells a package that includes services or products from other vendors for whom the amount of the disbursement cannot be easily identified. In such situations, it is unnecessary to separately identify those vendors.