### TAXPAYER FUNDED UNION (OFFICIAL) TIME REQUEST FORM

**PART I Request for Taxpayer-Funded Union (Official) Time**

(Use of this form is governed by §7131(c) of title 5, United States Code)

- **Representative/BUE Name (Print)**
- **Organization and Duty Phone**
- **Date and Time of Business**
- **Destination**
- **Authorized amount of time (hrs)**
- **Representative/BUE Signature**
- **Date**

**PART II Purpose for Taxpayer-Funded Union (Official) Time**

**Time requested (hrs)**

- Contract Negotiations (ATAAPS Code: BA)
- Mid-Term Negotiations (ATAAPS Code: BB)
- Ongoing Labor/Management Relations
  - Training (ATAAPS Code: BD)
  - Other (i.e. formal meetings, investigative interviews)
- Grievances & Appeals (BUE's Only) (ATAAPS Code: BK)
  - Grievance/Arbitration
  - FLRA Proceedings (§7131 (c.))

**Total Time to be charged** (15-minute increments)

**Purpose:**

**PART III Management Certification**

- **Approved**
- **Disapproved**
- **Reason Disapproved**

- **Supervisor's signature**
- **Date**

**PART IV Taxpayer-Funded Union (Official) Time Certification**

- **Actual Time Departed Command -**
- **Actual Time Arrived Union -**
- **Actual Time Departed Union -**
- **Actual Time Returned Command -**

- **Union Official Print/Sign/Date:**
- **Supervisor Print/Sign/Date:**

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