

VI. MEMBERSHIP EXPENSE REIMBURSEMENT POLICY

- A. The rules governing the control for necessary expenses for members on Association business as authorized by the Executive Board contained herein:
- B. All receipts for travel reimbursements must accompany member expense statement (Exhibit B) as well as all detailed receipts (credit card receipts are not acceptable.)
 - 1. TRAVEL (Requires advanced approval from the Executive Board):
 - A. PLANE: Actual, most economical coach fare (attach receipt)
 - B. TRAIN or BUS or TAXI: Actual Fare including tip, maximum 20% (attach receipt)
 - C. AUTO:
 - 1) Standard IRS Business Mileage Rate
 - 2) Mileage reimbursement will be calculated using the shortest highway route
 - 3) Mileage reimbursement cannot exceed the cost of coach plane fare.
 - 4) Toll roads and bridges reimbursed at actual cost (attach receipt)
 - D. PARKING: Actual costs of airport parking and hotel parking excluding valet parking (attach receipt)
 - 2. LODGING (attach statement):
 - A. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room.
 - B. Other Travel or Conferences – Cost of a standard hotel room.
 - C. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
 - D. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable.
 - E. A maximum of seven dollars (\$7.00) total per day for portage and a housekeeping tip is reimbursable.
 - 3. MEALS (attach receipts):
 - A. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA.
 - B. Individual meal limit is \$40.00 including tax and tip.
 - C. Actual amounts paid including tax and tip not to exceed \$70.00 per any one day.
 - D. Itemized receipts are required for all meal reimbursements of \$10.00 or more.
 - E. Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip).

- F. Maximum tip reimbursable percentage is 20%.
- G. Extra meals required by auto travel are not reimbursable.
- 4. OTHER REIMBURSEMENTS (Require advance approval from the Executive Board):
 - A. Cell phone calls reimbursement for business use while traveling
 - B. Hotel Internet Connection to contact bargaining unit members
- 5. DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:

All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.

- 6. ACCOUNTING FOR ADVANCES:

All advances must be accounted for within thirty (30) days of the end of the event by utilizing the member expense reimbursement form in which the advance amount is deducted from the reimbursement amount. Unused advance amounts must be included with the expense reimbursement.

- 7. RECURRING SUBMISSION OF LATE EXPENSES:

Members will be granted up to two late reimbursements per fiscal year.

- 8. APPEALS/DISPUTES/EXCEPTIONS:

Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make their determination on the appeal at its next regularly scheduled Board meeting.