

**Dallas, TX Area Local APWU, AFL-CIO**  
**Travel and Expense Reimbursement Policy For Members Traveling on Business**  
**February 2013**

**Article 1: Introduction**

It is the responsibility of all Members in travel status representing the Dallas TX. Area Local to know and to comply with this Travel and Expense Reimbursement Policy! Members, particularly Officers, are bound by duty to protect, defend and expand the resources of this organization; ensuring disbursements of funds are always in the best interest of the Local.

Reimbursement of expenses also falls under the jurisdiction of the Department of Labor. (DOL). To comply with both the DOL and the IRS rules and regulations, the Dallas TX. Area Local Expense Reimbursement Policy requires that detailed receipts and complete documentation (who, what, when, where, and why) be submitted for all reimbursable expenses.

Reimbursement of expenses can be made only when original, unaltered receipts are provided. Photocopies or faxes of either the expense voucher or supporting documentation are not normally acceptable for reimbursement purposes.

**Article 2: Expense Filing and Approval**

It is the policy of the Dallas TX. Area Local that *all assignments and travel must be authorized in advance!* Reimbursement of travel expenses will be paid only for approved assignments and travel.

**Article 3: Travel Arrangements**

Officers, Delegates and Committee Members must arrange all travel (airfare, lodging and ground transportation) through the *Secretary/Treasurer* of the Dallas TX. Area Local! Any Officer, Delegate or Committee Member who books his/her own airfare, lodging and ground transportation **without prior approval of the President** will not be reimbursed by the Local for his/her expenses. Reimbursement of expenses will be paid only upon completion of travel.

A separate expense voucher must be submitted for each assignment. Expense vouchers should be submitted within *thirty (30) days* of the expense being incurred.

Dallas TX. Area Local assumes no obligation to reimburse Officers, Delegates or Committees Members for expenses that are not in compliance with this policy. The Secretary/Treasurer will audit expenses to ensure that proper original documentation and approvals are attached.

Expenses that are not specifically covered by this policy require that the individual **must** contact the Authorizing Officer before incurring the expense to ensure proper approval and reporting requirements are met.

The Secretary/Treasurer will follow up directly with the Member if there are any issues regarding approval and documentation.

Dallas TX. Area Local reserves the right to require a Member to reimburse the Union immediately for errors in expense reimbursement. The Secretary/Treasurer will promptly correct any mistakes.

Flight changes, upgrades or change fees incurred for personal reasons while on approved travel will *not be reimbursed unless authorized by the President on a case-by-case basis*. Even if personal travel is authorized, the change fee is owed by the designated Member. Changing fees for business reasons requires a receipt and explanation.

**Article 4: Personal Car Usage (Mileage and Parking)**

When mileage is reimbursable, the member will be paid at the current rate set by IRS at the time of travel. When traveling by personal vehicle all Members should notify their automobile insurance companies regarding the business travel. When requesting reimbursement of mileage and parking, individuals must provide documentation identifying the departure and arrival location, including the complete address, as well as the dates of travel and the number of miles driven, per DOL requirements. The expense voucher and a mileage log sheet must be completed with the parking receipt signed and attached to the voucher in order to be reimbursed for mileage and parking. When the more economical method of travel is by air, the Local will reimburse the Member traveling for only the lower amount. (For example, if the travel is to and from Houston, TX. round trip by car could exceed \$400.00. An airline ticket could be purchased for less than \$150.00, so the member choosing to drive would be reimbursed for only \$150.00). Only the driver of a personal vehicle may request reimbursement, not passengers.

When requesting reimbursement for electronic toll payments, members must submit copies of their toll statements. Reimbursement will be made with confirmation of assignment dates. Tolls paid by other means require receipts for reimbursement.

**Article 5: Car Rental**

All car rental expenses must be authorized in advance by the President or by those Officers who have a budget approved by the Membership. Parking fees will be paid by the Local, with proper receipts, for parking at the specified hotel or place of business.

*The Secretary/Treasurer will make the reservations when necessary and, unless there is no additional cost to upgrade, only compact or economy rental cars will be allowed.*

The paid receipt from the car rental company must be submitted for reimbursement.

Reimbursement will be made only for the actual days of the assignment.

It is standard procedure to return the rental car with a full tank of gasoline.

The Secretary/Treasurer will make the reservations when necessary and only compact or economy rental cars will be allowed, unless there is no additional cost to upgrade.

*Submission of the paid receipt from the car rental company is required for reimbursement, which will be made only for the actual days of the assignment.*

It is standard procedure to return the rental car with a full tank of gasoline.

Although car rental agencies provide an option for pre-payment of gasoline, Members **must not take the prepaid gas option**. Everyone must submit receipts for gas replenishment with his/her expense voucher.

If a Member chooses to drive his/her car from home to the airport, he/she will be reimbursed for parking at the rate of the airport's Long Term Parking fee. If one chooses to park at the terminal or express lot, he/she will be responsible for the difference and will be reimbursed for the long term parking fee only, upon submission of the proper receipt.

#### **Article 6: Ground Transportation—For Business Purposes Only**

Additional transportation expenses, such as shuttle/taxi charges and/or transportation to and from airports, will be reimbursed. However, these charges must be fully receipted. Receipts for shuttles/taxis must include the date, origin and destination. They will be reimbursed for business purposes only (e.g. hotel to airport, to location of business meetings, etc.). It is imperative for everyone to use prudent choices when arranging ground transportation. ***Receipts may be disallowed if they appear to be excessive.***

#### **Article 7: Lodging**

Lodging will be arranged in accord with Article 3 above. The cost of hotel rooms and tax will be paid in full by the Local. Any incidental charges **will not** be the Local's responsibility. PER DIEM includes any incidental expenses incurred during travel. When necessary, the appropriate Officer(s) will determine if two Members will occupy one room. If any Member chooses not to "double up", he/she may be allowed to pay one half of the room rate plus taxes and fees of the approved type (double, queen, king) of room! If a husband and wife are both Members of the Dallas Area Local and are traveling under the same duty assignment, (same dates, same destination, same event and same venue) the Local will reserve and /or reimburse for **only one** room per day. Exceptions can be approved only in advance by the President.

Unless approved by the Executive Board or/and the voting members of the Local, hotel accommodations will not be provided if the assignment location is fewer than (50) miles from the Dallas TX. Area Local's Union Office.

In the event the traveling Member is utilizing the hotel master account, he/she must obtain a copy of his/her hotel folio, with a zero balance, at check-out and attach the bill to his/her expense voucher. Hotel master accounts are for room and tax purposes only.

Dallas TX Area Local will not reimburse for any pay TV services, movies or phone calls.

#### **Article 8: Meals**

The Dallas TX Area Local will continue to use the GSA Rate for meals and incidental expenses (M&IE) at the current rate on the date of travel. Note: Tip is part of PER DEEM.

  
Jared Worlds  
President