

Dallas, TX Area Local APWU, AFL-CIO
Travel and Expense Reimbursement Policy For Members Traveling for Business

Updated April 2018

Article 1: Introduction:

It is the responsibility of all Members representing the Dallas TX Area Local to know and to comply with this Travel and Expense Reimbursement Policy for any and all Members while in a travel status, representing the Dallas Area Local. Officers are bound by duty, to protect, defend and expand the resources of this Organization, ensuring disbursement 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 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/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 Union that ***ALL assignments and Travels must be authorized in advance.*** Reimbursement of travel expenses will be paid only for approved assignments and Travels.

Article 3: Travel Arrangements:

Any Member having an assignment or obligation to travel must arrange all travel (airfare, lodging, and ground transportation) through the *Secretary/Treasurer* of the Dallas TX Area Local.

If that member books his/her own Airfare, Lodging and Ground Transportation **WITHOUT PRIOR APPROVAL OF THE PRESIDENT**, they will not be reimbursement for their expenses from the local.

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.

The Dallas TX Area Local assumes no obligation to reimburse anyone 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 Members if there are any issues regarding approval and documentation. Dallas TX Area Local reserves the right to require any Member to reimburse the Union immediately for errors in expense reimbursement. The *Secretary/Treasurer* will promptly correct any mistakes. Change flight, upgrade 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. Change fees for business reasons require the original receipt and explanation.

Article 4: Personal Car Usage:

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, 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, as per DOL requirements. (The expense voucher and a mileage log sheet must be completed, signed and attached to the voucher in order to be reimbursed for mileage.) When the more economical method of travel is by air, the Local will only reimburse the member traveling at the lower amount. (For example, if the travel is to & from Houston, TX, round trip by car could exceed over

\$400.00, an airline ticket could be purchased for less than \$150.00, the member choosing to drive would only be reimbursed the \$150.00) The driver of the personal vehicle may claim reimbursement, not passengers.

When requesting reimbursement for electronic toll payments, submit a copy of your toll statement. 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 at the location of the Hotel and at the place of the Business with proper receipts.

The *Secretary/Treasurer* will make the reservation when necessary and only compact or economy rental cars only 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. Reimbursement will be paid only for the actual days of your 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, **you must not take the prepaid gas option.** Submit receipts for gas replenishment with your expense voucher. If you choose to drive your car from home to the airport, you will be reimbursed for parking at the rate of the Long Term Parking fee at the airports.

If you choose to park at the terminal or express lot, you will be responsible for difference and you will only 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 Shuttle/taxis must include date, origin and destination, and will be reimbursed for business purposes only (e.g. Hotel to Airport, location of business meetings). 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:

Rooms will be arranged in accordance with Article 3 above. The cost of your hotel room and tax are will be paid in full by the Local. Any incidental charges **will not** be the Local's responsibility. Your PER DIEM includes any incidental expenses you may incur during your travel. When necessary, the appropriate Officers will determine if two Members will occupy one room. If any Member chooses not to double up, they may be allowed to pay one half of the room rate plus taxes and fees of the approved type of room, (double, queen or king). 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, and same event) to the same destination and for same venue, the Local will reserve and/or reimburse for only one room per day. ***Exceptions can only be approved, in advance by the President.***

Hotel rooms will not be provided, if the assignment locations are less than (50) miles from the Dallas TX Area Local Office, unless approved by the Executive board and/or the Members of this Local.

In the event you are utilizing the hotel master account, obtain a copy of your hotel folio at check-out indicating a zero balance and attach the bill to your expense voucher. Hotel master accounts are for room and tax purposes only.

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

Meals:

The Dallas TX Area Local will continue to use GSA Rate for meals and incidental expenses (M&IE), at the current rate of the date of travel. Note: ***Tips are part of your per diem.***

Yared Wonde
President