Expense Reimbursement Policy

All travel/conference attendance must be **pre-approved** by Executive Board in order to be reimbursable.

1) **Travel** (*Requires advance approval from the Executive Board):**
   - *Plane: Actual, most economical coach fare. Travel Insurance recommended. (Attach receipt)*
   - *Train, Bus, Taxi: Actual Fare (Attach receipt)*
   - Auto
     a. Standard IRS Business Mileage Rate ($0.655)
     b. Mileage reimbursement will be calculated using the shortest highway route *(Attach printed map with mileage)*
     c. Mileage reimbursement cannot exceed the cost of coach airfare
     d. Toll roads and bridges reimbursed at actual cost
   - Parking: Actual costs of airport parking and hotel parking, excluding valet parking *(Attach receipt)*

2) **Lodging** *(Attach hotel statement):*
   - CTA/NEA Conferences – Half the cost of a double occupancy hotel room. Those wishing a single room must pay the difference except for the extenuating circumstances (physically challenged or other medical reasons) which must be **approved by the Executive Board** in advance
   - Other Travel or Conferences – Cost of a standard hotel room
   - If travel by auto results in an extra night hotel room, such charge is not reimbursable.
   - Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
   - A maximum of six dollars ($6.00) total per day for portage and a housekeeping tip is reimbursable

3) **Meals** *(attach receipts):*
   - Reimbursements are not allowed when a meal is provided by the local, UniServe, Service Center Council, CTA, or NEA
   - Reimbursements are not allowed when a meal is included in the conference fee
   - Actual amounts paid, including tax and tip, not to exceed $80.00 per any one day
   - Receipts are required for all meal reimbursements of $10.00 or more. Alcoholic beverages are not reimbursable.
   - Maximum tip reimbursable percentage is 18%
   - Extra meals required by auto travel are not reimbursable
   - All receipts must be itemized

4) **Deadline for filing expense reimbursements:**
   - All expense reimbursements must be filed within (30) days of the end of the month in which the expenses were incurred.