

NALC Branch 4837

Travel Policy

Effective date: Jan 26, 2024

Table of Contents

1. Overview
2. Authorized Travelers
3. Authorized Reimbursable Expenses
4. Prohibited Uses
5. Documentation
6. Approval and Reimbursement
7. Expense Limits
8. Violations
9. Amendments

1. Overview

The policy sets forth the guidelines for travel-related expenses incurred by members of NALC Branch 4837 to ensure fiscal responsibility, accountability, and transparency.

2. Authorized Travelers

Only the following are authorized to travel on behalf of the union.

- a. Members pre-approved for travel by the Executive Board
- b. Members elected as delegates to conventions.

3. Authorized Reimbursable Expenses

No reimbursement will be made without proper and detailed receipts with Travel Expense Report Form

- a. Airfare
 - i. will require boarding pass attached to expense report.
- b. Lodging
 - i. will require room folio attached to expense report.
 - ii. Gratuity for housekeeping will require photo proof attached to expense report.
- c. Meals and Ground Transportation
 - i. Total daily cost of meals shall not exceed the maximum daily limit set forth by branch bylaws.
 - ii. will require receipts attached to expense report.
 - iii. Gratuity shall not exceed 20% of the total bill.

4. Prohibited Uses

No reimbursement will be made for prohibited use

- a. Personal expenses are not permitted.
- b. Cash withdrawals are not permitted.
- c. Any other use not listed above in **Authorized Reimbursable Expenses**

5. Documentation

Documentation is required for all reimbursements

- a. All expenses must be supported by itemized receipts.
- b. A travel expense report must be submitted to the Financial Secretary within one (1) week of return.

6. Approval and Reimbursement

- a. All travel must be pre-approved by the Executive Board.
- b. Reimbursements will be issued upon review and approval of submitted documentation.

7. Expense Limits

- a. Meal costs are subject to the limits set forth in the branch bylaws.
 - i. Travel days (departure and return) and same-day travel without overnight stay shall be limited to fifty percent (50%) of the maximum daily meal limit.
- b. Air travels costs are limited to the following.
 - i. To economy class
 - ii. To negotiated rates provided by the national union
 - iii. To another class as authorized by the Executive Board, but never First Class
- c. Lodging costs are limited to the following.
 - i. To shared accommodations

- a) If lodging is shared with an accompanying family member or personal guest, the member will pay for half of the total cost for the accommodation.
- ii. To the negotiated rates provided by the national union
- iii. To a reasonable limit authorized by the Executive Board

8. Violations

Failure to comply may result in revocation of travel privileges.

9. Amendments

This policy is subject to change by the Executive Board. Any changes must be approved by the majority of members in attendance at the meeting when the amendment is made. For any questions or clarifications, please contact the Executive Board.