

TPWU APWU, AFL-CIO

Travel and Expense Reimbursement Policy For Members Traveling for Business

February 28, 2014

Article I. Introduction

It is the responsibility of all Members representing the TPWU to know and to comply with this Travel and Expense Reimbursement Policy while in a travel status and representing the TPWU. 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 TPWU.

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 TPWU 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 **if at all possible** 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 TPWU that ***ALL assignments and Travels must be authorized in advance whenever possible.*** Reimbursement of **documented** travel expenses will be paid only for approved assignments and Travels **when approved by the President or designee**. The Travel and Expense vouchers should be submitted within **sixty (60)** days after the return travel date and of the expenses being incurred.

Article 3: No Loss-No Gain (LWOP)

No Loss-No Gain will be in accordance with Article 8 Section 4 (b) in the TPWU Constitution and By-Laws. Furthermore, the TPWU will only compensate and reimburse for time taken off (Union LWOP/**Annual Leave hours**) from the Postal Service with an approved P. S. Form 3971.

Article 4: Travel Arrangements

Travel reimbursement shall be at the current Internal Revenue Service (IRS) / **(GSA)** rate with reasonable parking fees. Request for reimbursement must be submitted as an itemized statement

Any Member having an assignment or obligation to travel must arrange all travel (airfare, lodging, and ground transportation) through the Secretary-Treasurer of the TPWU.

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 **sixty (60) days** of the expense being incurred.

The TPWU 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 (s) before incurring the expense to ensure proper approval and reporting requirements are met.

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

TPWU 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.

Section 5: 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 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.

Section 6: Car Rental

All car rental expenses must be authorized in advance by the Executive Committee. Parking fees will be paid by the TPWU 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 7: 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 8: Lodging

Rooms will be arranged in accordance with Article 3 above. The cost of your hotel room and tax will be paid in full by TPWU. Any incidental charges will not be the responsibility of TPWU.

Your PER DIEM includes any incidental expenses you may incur during your travel.

If a husband and wife are **BOTH** Members of TPWU, and are traveling under the same duty assignment, (same dates, same destination, and same event) to the same destination and for same venue, the State will reserve and/or reimburse for only one room per day. ***Exceptions can only be approved, in advance by the President.***

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.

TPWU will NOT reimburse members for any pay TV services, movies or phone calls.

Article 9: Meals

The TPWU will continue to use GSA Rate for meals and incidental expenses (N &IE), at the current rate of the date of travel.

Note: ***Tips are part of your per diem.***

Carlton Williams
TPWU President