

Business Expense Reimbursement Policy

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Purpose and Requirements

This policy documents the allowable business expenses eligible for reimbursement. Also included is additional reference information that may be useful to AFT College Staff Guild officers and staff in submitting business expense reports for reimbursement. For assistance in clarifying a certain expense, contact the AFT College Staff Guild director.

Qualified Expense Categories

The qualified expense categories listed below appear on expense reports and are from the AFT College Staff Guild budget. Expense reports must be approved by two officers; and officers shall not approve their own reports.

Description	Submitted on
Equipment	AFT College Staff Guild requisition
IT Equipment	AFT College Staff Guild requisition
Telephone	AFT College Staff Guild requisition
Office Expense	AFT College Staff Guild requisition
Postage	AFT College Staff Guild requisition
Dues and subscriptions	AFT College Staff Guild requisition
Airfare	AFT College Staff Guild requisition
Lodging	AFT College Staff Guild requisition
Taxi/ Ride Share	Officer/ Staff/ Member reimbursement
Mileage/ other transportation	Officer/ Staff/ Member reimbursement
Meals – out of town	Officer/ Staff/ Member reimbursement
Meals – in town	Officer/ Staff/ Member reimbursement
Contractual expenses defined in collective bargaining agreement	Staff expense reimbursement

Documentation Requirements

All expenses must meet AFT College Staff Guild expense documentation standards (see page 7). Failure to provide such documentation will cause reimbursement to be denied.

General Requirements

The requirements for expense reports and approvals are as follows:

- Expense reports are due the first week of each month for the prior month to facilitate timely reimbursement. Officers, staff, and members' expense reports should be submitted electronically with a hard copy due before the end of the month after expenses were incurred.
- Voucher expense reports will be processed on the same schedule as other invoices submitted for payment to the AFT College Staff Guild.

- All expenses included on the expense report must be accompanied by a valid detailed receipt and a brief explanation of the expense, including who attended and the business discussed. Credit card statements will not be accepted in lieu of a receipt.
- Hard copy documentation (i.e., all receipts and activity/expense reports) must be submitted within 30 days of electronic submission. No further payments will be made until prior documents have been received.
- The AFT College Staff Guild reserves the right to withhold future reimbursements to officers or members on the value of specific expense items while it investigates those items.
- Attendance and participation are expected and required at all approved conferences and conventions. The conference/convention report form must be submitted with the reimbursement request. The method of attendance verification will be determined by the Staff Guild and shared with the participants/members prior to the conference/convention. Failure to comply may result in denial of reimbursement.
- Expenses submitted more than 60 days after the end of the month in which the expenses were incurred will not be reimbursed.

Non-Reimbursable Expenses

The following are **not** reimbursable since they are primarily for personal use:

- Any alcohol, personal bar bills, and/or minibar charges
- Credit card interest charges
- Day-care for children
- Fees for upgrades of air, hotel, or auto
- Gas when mileage is reimbursed
- Golfing or green fees and cart rental
- Grooming, nail, or hair salon expenses
- Headphones on airlines
- Health club fees
- In-Town individual meals outside of approved travel
- Insurance deductibles, except as defined in a collective bargaining agreement
- Laundry
- Massage or spa
- Medicines
- Movies (either in-room or at a theater)
- Personal books, magazines, or other entertainment
- Personal clothing (Does not include Staff Guild gear)
- Personal travel portion during business trip
- Personal political or charitable contributions
- Pet hotel stays or pet transportation
- Spouse or personal guest expenses
- Toiletries
- Traffic citations (including parking and moving violations)
- Tips exceeding 20 percent of the total meal cost

In-Town Travel Authorization

In-town travel refers to anything within a 50-mile radius of the AFT College Staff Guild office. All officers and staff require the approval of the director for reimbursable in-town overnight travel. In the event that travel may affect the health or safety of officers or staff, an overnight will be allowed without prior approval provided documentation is received detailing a valid need.

Out-of-Town Travel Authorization

Authorization for attendance by AFT College Staff Guild officers, staff, or members at out-of-town meetings, conferences, or workshops shall be approved by the executive board. For attendance at AFT/CFT constituency conferences, attendance will generally include the president or their designee and the director. Designated persons shall make their hotel and airfare arrangements through the AFT College Staff Guild office.

Reimbursement Requirements

Travel expenses will be paid by the AFT College Staff Guild office whenever possible. Should an officer, member, or staff pay for their own travel expenses, they are required to submit the proper documentation for reimbursement according to the following categories and guidelines:

Airfare

Air travel should be planned as far in advance as possible to access reimbursement. Itineraries are not valid receipts. Supporting documentation such as boarding passes, hotel charges, or restaurant charges must be submitted as proof of travel.

Train Travel

Train travel will be reimbursed up to the cost of advance airfare purchase.

Car Rental

Except as otherwise approved by the director:

1. Compact/economy models must be rented; if more than two persons are traveling together a single upgrade is allowed. Additional upgrades are allowed if transporting materials and cargo space is a factor, or if three or more persons are traveling together.

2. The refueling option should be taken if extensive driving is planned. If the refueling option is declined, the car must be returned to the rental agency with a full tank of gas and the receipt for gas purchase submitted for reimbursement.
3. Upgrades not authorized by this policy are not reimbursable.

Mileage

Staff are entitled to claim round trip mileage for business purposes at published IRS rates, unless they receive a car allowance. Officers and members are entitled to claim roundtrip mileage for business purposes at the published IRS rates; except as to union meetings, round trip mileage is limited to/from worksite locations. Mileage must be claimed with an activity on the expense report. Tolls for business exclusive of commuting are reimbursable without receipt.

General Parking

Parking fees will be reimbursed with receipt when free parking is unavailable.

Airport Parking

Mid-term/ Long-term parking should be used for travel exceeding one overnight.

Permit Parking

Parking permits may be purchased for officers and staff if free parking is not available. These permits must be authorized by the director and should be expensed on an expense report.

Parking violations are not a reimbursable expense.

Taxi/ Shuttle/ Public Transportation/ Rapid Transit/ Ride Share

Officers and staff should select the safest, most economical alternative when traveling to and from all destinations. Taxi, shuttle, public transportation, and ride share expenses should be itemized on the expense report and must be accompanied by a receipt.

Lodging

Room rates that shall not exceed \$150 per night for a single, standard room are to be used in all non-metropolitan areas. In major metropolitan areas (i.e., Sacramento, San Francisco, San Diego, New York, Los Angeles, Washington, DC) travelers should stay in safe, secure accommodations available at the lowest rate not to exceed \$250 per night, if located in the metropolitan area. For members, rooms shall be based on double

occupancy unless the member elects a single room and then pay half of the cost of the room. For staff, rooms shall be based on single occupancy. Union hotels should be used whenever possible. Exceptions will be made for conventions and conferences where a rate has been negotiated for the event. Exceptions due to hotel prices and availability may be made by the executive board.

Meals

When traveling overnight, staff will be reimbursed for business meals. Total daily meal expenses should not exceed the following (breakfast-\$20; lunch-\$30; dinner-\$50) for the staff traveling. Exceptions due to meal prices in conference or training locations may be made by the executive board.

When traveling for approved union business, officers and members will receive a daily \$100 per diem for meals upon submission of documentation (i.e. the conference/convention report form), except when the meals are provided by the host. When meals are provided, per diem will be reduced per the following: breakfast-\$20; lunch-\$30; dinner-\$50 (for example, if dinner is provided the per diem is reduced by \$50).

Hospitality

Hospitality expenses for approved purposes detailed in the collective bargaining agreement require the director's approval. Group meal documentation standards (as detailed in the *Meals* section) apply to all entertainment expenses.

Clubs and Memberships

Clubs and memberships fees or dues are not reimbursable. Under specific circumstances, as determined by the executive board, fees may be approved as a budgeted item that must be processed as a standard requisition.

Child Care

Child Care costs are not reimbursable.

Personal Losses

Personal losses while on AFT College Staff Guild business are not reimbursable.

Gifts and Events

Gifts purchased for members may be reimbursable if there is documentation to who was given a gift and what it was. A log sheet with their name, item, and signature is required. Events must include a sign-in sheet, flyer, and a photograph of the event.

AFT College Staff Guild Expense Documentation Standards

Meal Receipts

Individual

- Itemized receipt including date, time, and location group(more than one)
- Itemized receipt including date, time, and location
- First name, last name, and title of each person attending
- Business purpose
 - Unacceptable – “local issues”*
 - Acceptable – “discuss negotiations strategy”*

Lodging receipts

- Lodging folio receipt
- A detailed receipt for any meals appearing on lodging folio must be provided. *See meal receipts (above) for requirements.*

Travel receipts

- Detailed itinerary receipts and all boarding passes
 - Receipt must include origin, destination of flights, and amount paid*
- Business purpose must be listed
 - Unacceptable – “AFT assignment”*
 - Acceptable – “AFT organizing campaign – Dallas”*

Business Mileage

- Report business miles on activity sheet
 - Out of town travel*
 - In town, after first business stop of the day until last business stop*
- Map to be included if going to a non-worksite location

Gifts/Events

- Sign-In sheet
- Agenda/Flyer/Minutes
- A log sheet of any gifts handed out showing the recipient and the gift
- A photograph of the event for large campus events
 - Chapter meetings are excluded from the photograph requirement*