

MEMBER EXPENSE REIMBURSEMENT POLICY

Guiding Principle. Keep in mind that this is our members' money, and it is our duty to act as good stewards of their dues. Please plan and spend responsibly.

General Authorization. The rules governing necessary expenses of members of the Association as may be authorized from time to time by the Board of Directors shall be as follows except where otherwise authorized. These policies are in line with the policies of CTA.

TRAVEL (Requires advanced approval from Executive Board):

- (1) PLANE: **Actual, most economical coach fare** (attach receipt)
- (2) TRAIN or BUS or TAXI/UBER/LYFT: Actual fare (with receipt).
- (3) AUTO: Fifty-eight (58.5) cents per mile round trip by shortest highway route. Mileage reimbursement cannot exceed the cost of coach plane fare.
- (4) AIRPORT SHUTTLE: Actual cost of airport shuttles to and from the meeting site. Taxi fare shall be reimbursed only when no other form of transportation is available.
- (5) PARKING: Actual cost of airport parking and hotel parking, excluding valet parking.

LODGING (attach statement):

- (1) **Half the cost of a double-occupancy room** (with copy of actual hotel bill as receipt). Those wishing a single room must pay the difference, except for extenuating circumstances, which must be approved in advance.
- (2) If travel by private car means an extra hotel or motel charge, such charge is not reimbursable.
- (3) Personal charges such as laundry, valet, telephone calls, snacks are not reimbursable.
- (4) A maximum of seven dollars (\$7.00) per day for portage and a housekeeping tip is reimbursable.

MEALS (attach receipts);

Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA, or NEA. Individual meal limit is \$40 including tax and tip. Actual amounts paid including tax and tip, not to exceed \$80.00 per any one day. **Receipts are required for meals costing \$10.00 or more.** Meals are defined as breakfast, lunch, & dinner (includes beverage, dessert, tax & tip). Extra meals required by auto travel are not reimbursable.

Deadline for Filing Claims. All claims must be filed within **thirty (30) days** of the end of the month in which they are incurred, except as otherwise noted. Claims filed more than thirty days after the end of the month in which they are incurred shall require approval by the Board of Directors.