

BUS — Travel by bus, especially between Madison and downtown Milwaukee or Chicago, is an option and may be used when feasible. Receipts are required.

### Miscellaneous allowable expenses

GRATUITIES & PORTERAGE — Gratuities to hotel employees are reimbursable up to \$4.00 for each night's stay at a hotel.

Porterage costs at airports or bus terminals will be reimbursed only in highly unusual situations (i.e., transporting AFT-Wisconsin equipment or for physically handicapped individuals). The claim must be fully explained on the expense voucher and should not exceed \$3.00 per departure from, or return to, the terminal.

REGISTRATION FEES — Registration fees must be supported by:

- an original paid receipt, copy of the check, or credit card receipt or statement; and
- a copy of the registration form (or brochure) indicating the amount of the fee and what it includes. (Prior approval is required when attendance at conferences, training, etc., is at AFT-Wisconsin expense.)

PARKING — Parking charges incurred while on official AFT-Wisconsin business, as authorized, are reimbursable if incurred as a result of conducting such business. Receipts are required.

### Expenses NOT reimbursable\*

- Alcoholic beverages.
- Spouse/family member' travel or meal costs.
- Cancellation or late checkout charges (unless fully justified).
- Lost/stolen cash or personal property.
- Traffic citations, parking tickets, and other fines.
- Mileage charges incurred for personal reasons — i.e., sight-seeing, side trips, etc.
- Repairs, towing service, etc., for personal vehicle.
- Taxi fares to and from restaurants.
- Meals included in the cost of registration fees or air fare.
- Flight insurance.
- Pay-for-view movies in motel room or personal entertainment.
- Room service charges.

\*This list is not all inclusive.



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# Pocket Travel & Expense Guide

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## General policy

AFT-Wisconsin Board members, committee members, and others traveling or attending functions at AFT-Wisconsin expense are expected to use good judgement when incurring costs. Only expenses incurred while conducting official AFT-Wisconsin business will be reimbursed.

Reimbursement claims must represent actual, reasonable, and necessary expenses and must be submitted within 30 days.

Carpooling should be used whenever possible. Non-committee member attendance at committee meetings will not be reimbursed by AFT-Wisconsin unless pre-approved by the committee chair. Reimbursement for attendance at Board meetings will be made for Board members and invited individuals only.

Note: Committee chairpersons are responsible for providing copies of these guidelines to members of their committees.

## Meal claims

Meal claims must be actual, reasonable, and necessary, and represent the actual amount spent. Each meal (DOLLAR AMOUNT) must be listed separately on the expense voucher. RECEIPTS ARE REQUIRED for a claim to be reimbursed.

Original receipts must always be submitted to receive reimbursement for group meals (committee meetings, etc.). The purpose of the meeting and a list of the people present must be provided.

Meals will not be reimbursed in situations where a meal for the same time period is provided as part of a conference or other function that the individual is attending.

Current meal reimbursement rates:

\$38.00 per day maximum\* (not per diem) with the following suggested individual meal amounts (including tips):

Breakfast	\$10.00
Lunch	\$10.00
Dinner	\$18.00

On any particular day, reimbursement for two or more meals may divide claims between meals as desired.

\*The maximum (3 meal) amount may only be charged when a member spends a full day on AFT-Wisconsin business.

## Lodging

All lodging expenses not direct billed to AFT-Wisconsin (instate or out) must be supported by the itemized hotel/motel receipt.

Reimbursement is limited to the standard single room rate. If members share a room, the reimbursement rate may be divided equally, but not in excess of the maximum permitted for each person had each stayed in a single room. It is AFT-Wisconsin's policy that members traveling together at AFT-Wisconsin expense should, whenever feasible, share lodging accommodations. Members should ask for government rate.

## Automobile transportation

MILEAGE — The Executive Board has set 75% of the IRS rate as the mileage reimbursement rate. Car pooling should be used whenever possible to reduce costs.

CAR RENTALS — Car rentals should be used only for AFT-Wisconsin business and only in situations where it is the most cost efficient

means of transportation, or the efficient conduct of AFT-Wisconsin business precludes the use of other means of transportation (transporting AFT-Wisconsin equipment, etc.). To receive reimbursement, prior approval is required by the Executive Board and/or the President and Treasurer.

If approval for car rental is granted, the most economical rental should be used. The size of car rented should be based on need: i.e., the number of people using the car, if AFT-Wisconsin equipment is being transported, etc.

To be reimbursed for car rentals, the original receipt and a justification/ approval memo must be attached to the expense voucher. The voucher should indicate the daily/total miles driven.

AIR — Reimbursement for air travel is limited to the most economical jet class fare available.

TAXI AND LIMOUSINE — Reasonable charges for taxi, limousine, or airport shuttle service are reimbursable. However, airport shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Unless properly justified, claims for taxi service to and from the airport should be limited to the rate for the regularly scheduled shuttle service. Receipts are required.

TRAIN — Travel by train shall be limited to coach, unless overnight, for which accommodations shall be limited to a roomette. Receipts are required for reimbursement.

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