Until further notice, travel for staff and committee members will be processed by their individual departments and/or WFSE’s current reimbursement policies, which are referenced below. The Executive Office facilitates the overall travel guidelines and procedures.

Current Reimbursement Policies:
- Member Expense Voucher
- WFSE Staff Reimbursement Expense Policy

All member and staff travel must follow the cost parameters outlined below:
- Lodging, rates greater than $170/night must be pre-approved, or only the first $170 will be reimbursed.
- Room Block rate must be used when applicable – please see meeting notice for details/instructions.
- Auto rental, rates greater than $50/day must be pre-approved, or only the first $50 will be reimbursed.
- Flights, rates greater than $200 Roundtrip must be pre-approved, or only the first $200 will be reimbursed.

Additional Guidance:
- When communicating with members and staff be sure the appropriate policy is provided/referenced.
- Be careful when processing travel that the cost parameters are met as, a reminder if after review of the requested reimbursement by the supervisor, it is found that the request does not comply with the above, it should not be reimbursed.
- Requests for reimbursement of expenses that are appropriate for payment by a local union(s) shall be charged back by the Council to the local union(s).
- If the traveler does not have a credit card and/or funds up front, and their local is unable to assist, the executive office may assist with booking the authorized travel.
- Please reach out to emilyr@wfsae.org if you need any assistance or have any questions on this interim travel SOP.