



## AFSCME Local 4041

*American Federation of State, County and Municipal Employees, AFL-*

### How to submit Travel Request and Reimbursement Expenses

Step 1 – Submit completed Travel Request Form to Linda Hooper if possible 30 days prior to travel date. Attached printout of estimates for travel to your request form whenever possible.

Step 2 – Upon notification that the Travel Request is approved, proceed to make your travel arrangements. AFSCME Local 4041 does not have credit cards, therefore whenever possible, please make your own arrangements. If you are unable to, please contact Linda Hooper so other arrangements can be made.

Step 3 – Keep all detail receipts for meals, parking, etc. Meals and incidental expenses are subject to a \$50.00 maximum per Diem with proper detailed receipts (see below for complete details).

Step 4 – Within 30 days after travel is completed, prepare the expense report, attach all detail receipts, SIGN, and submit to Linda Hooper. Allow up to three weeks or less to receive your reimbursement check.

**Important: In the event you cancel your trip after arrangements such as hotel deposits, airline tickets, classes, etc. have been paid for by AFSCME Local 4041, you will be responsible for reimbursing AFSCME Local 4041 for the full amounts unless you can provide proof of a valid medical or family emergency.**

For complete details, please read below.

### **AFSCME Local 4041 Travel Reimbursements Policy for**

AFSCME Local 4041 Board of Directors, Staff and Committee Members will be reimbursed for approved transportation expenses as incurred as a result of an assignment by the most economical form of transportation is to be utilized.

AFSCME Local 4041 will provide transportation reimbursement for distances greater than 400 miles with one of these options:

1. By using the calculation for the current Federal mileage reimbursement rate for driving;
2. Round-trip airfare at the lowest available rate for each delegate or representative traveling to said Annual Convention/leadership Training.

The final choice of travel will be decided by the person who is doing the travel whether they drive or fly however they will only be reimbursed for the lowest calculated amount.



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**A Travel Request form must be on file in order for you to be reimbursed for any travel expenses. Include a printout of the estimated airfare (and rental car costs, if applicable) with your Travel Request.**

The airfare used will normally be the standard non-refundable 14-day advance fare.

**AFSCME Local 4041 will not reimburse the cost of unused tickets unless you have a valid medical reason or family emergency.**

The accounting department must receive the Travel Request Form before arrangements are made and give the purpose of travel. The individual traveling should make their reservation after authorization from the Secretary-Treasurer or the Accounting Department.

For individuals unable to purchase an airline ticket, please advise the Accounting Department so other arrangements can be made.

### Airline Travel

Airfare purchases require complete receipt documentation, including itinerary and airline ticket number. Airline tickets will be reimbursed by the AFSCME Local 4041 based on the non-refundable, fourteen (14) day advance airfare rate, when available. Consistent last minute bookings will be brought to the attention of the Secretary-Treasurer's office.

Flight insurance is not a business expense and will not be reimbursed.

Occasionally, assignments are postponed or canceled. If this should happen after having purchased a non-refundable airline ticket utilizing a personal credit card, notify the airline as soon as possible. Remember, airline tickets have a monetary value and may be used for possible credit or exchange towards the purchase of another ticket. *The specified period of time for use is determined by each airline and can vary from six (6) months to one (1) year.*

### Personal Car Usage

Mileage is reimbursable for distances greater than 50 miles. You are allowed the Federal Rate of \$0.54 *cents per mile as of January 1, 2016 (rate subject to change)*, when traveling by personal vehicle. Use an Expense Report and include a mileage map whenever possible showing your route and mileage. Note, for staff receiving a monthly auto allowance, you will be reimbursed only if your total miles for a trip exceeds 400 miles.

Reimbursable expenses in addition to mileage allowance are parking fees. Submit receipts with your Expense Report.

Non-reimbursable expenses included in the mileage allowance are charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses, gasoline, insurance, state and Federal taxes.



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### **Car Rental**

#### AFSCME Local 4041 Expense Reimbursement Policy for Designees

All car rental expenses must be authorized in advance and included on your Travel Request Form before reimbursement can be made. It is the policy of the AFSCME Local 4041 for Designated Representatives and Committee Members to secure compact or economy rental cars. *Upgrades must be waived if there is an additional cost.*

Cars must be rented in the name of AFSCME Local 4041 and then your name. AFSCME Local 4041 currently does not provide automobile insurance policies. Insurance thru the Rental Car Agency is mandatory. Failure to include insurance with rental will leave the renter liable for any loss incurred on vehicle.

The paid receipt from the car rental company must be submitted for reimbursement using the Expense Report. Faxed copies of receipts will be accepted with written explanation.

Reimbursement will be paid only for the actual days of your assignment.

The Authorizing Officer must approve rentals picked up and dropped off at a different location that incurs a drop fee in advance.

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, do not accept the prepaid gas option. Submit receipts for gas replenishment with your Expense Report.

### **Car Accidents**

In the case of a car accident while on assignment, take the following actions Immediately:

1. Contact Rental Car Company
2. Contact Local Authorities, as required
3. Contact AFSCME Local 4041 at Carson City (775) 882-3910 or Las Vegas (702) 431-3113

### **Ground Transportation - For Business Purposes Only**

Additional transportation expenses, such as taxi charges and/or transportation to and from airports, will be reimbursed. However, these charges must be fully receipted using the Expense Report. Receipts for taxis must include date, origin and destination, and will be reimbursed for business purposes only (e.g. Hotel to Airport, location of business meetings).



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### **Lodging/Hotel**

*The cost of your hotel room will be reimbursed. However, these charges must be fully receipted using the Expense Report.*

Hotel master accounts are for room and tax purposes only.  
*AFSCME Local 4041 will not reimburse for any pay TV services or movies.*

### **Meals**

***All meal receipts should show the restaurant name and a detailed list of items ordered; no vague receipts showing the grand total will be accepted nor a copy of your credit card statement without an acceptable explanation.***

***If paying for other business people, they must sign the back of the receipt and you will need to put a note as to what business was discussed.***

If you are required to travel out-of-town on assignment, you are allowed up to \$50.00 per day for meals and incidental expenses. *Incidental expenses do not include personal items.* Per Diem does not cover meal expenses incurred in the city of origin (hometown). Any assignment within a one-way local commuting distance of fifty, 50, miles [or 100 miles round trip] is considered 'in town' by both the IRS and the AFSCME Local 4041. Meal expenses submitted on 'in town' assignments are not considered business expenses and cannot be reimbursed.

Note: Tips are part of your per diem. Tips for meals should not exceed twenty percent 20% of the pre-tax amount and must be listed on the meal receipt.

The number of hotel nights plus one determines your total per diem allowance travel day. *For example, if an assignment requires an overnight stay in a hotel, you will be allowed one day's per diem plus per diem for one travel day (ex: 1 night + 1 travel day = 2 days per diem at \$50.00 per day, or \$100.00)*

***Only meals for which you have acceptable receipts will be reimbursed.*** Acceptable receipts should show the name of the restaurant and an itemized list of the meal including drinks. All expenses must be fully receipted using the Expense Report. *Grocery store receipts will not be accepted for purchases made upon returning home.*

If the meal is charged to your hotel room then an itemized receipt should be attached to the hotel bill. If an itemized receipt cannot be obtained, then a written explanation detailing the reason why must be included and attached with the Expense Report.

Generic/blank meal receipts will not normally be accepted as documentation of a meal expense. In rare instances, a generic receipt may be the only receipt available. Should this happen, the name of the restaurant must be included along with either the address or



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telephone number of the establishment. An explanation must be included as to why a credit card could not be used or why an itemized receipt could not be obtained and attached with the Expense Report. The reimbursement of meal expenses supported by generic receipts is subject to review and approval by the AFSCME Local 4041's Secretary-Treasurer.

Expenses submitted in excess of the maximum allowable per diem will be deducted automatically from your expense total. If there are mitigating circumstances that caused you to exceed the allowable total, indicate them on your Expense Report for the AFSCME Local 4041 Secretary-Treasurer's consideration.

AFSCME Local 4041 will not reimburse receipts for alcoholic beverages that do not include accompanying meal service or for alcoholic beverages that are not in proportion to the meal service. Furthermore, alcoholic beverages purchased from retail stores are not reimbursable.

### **Entertainment and Business Meetings**

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if Secretary Treasurer, or President of AFSCME Local 4041 approves the expenditures in advance. Detailed documentation for any such expense must be provided, including:

- Date and place of expense
- Nature of expense
- Name, titles, and affiliation of those entertained
- A complete description of the business purpose for the activity including the specific business matter discussed
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).