

GENERAL REIMBURSEMENT GUIDELINES

Reimbursements will be made for actual expenses incurred by individuals while on Union business. Any event or activity expenses not specifically addressed in WPEC policies and procedures must have prior approval from the Executive Council or it will not be reimbursed. The Executive Council shall determine any changes to expense reimbursements for each event as required. Please contact the event facilitator for further information if needed.

PLEASE NOTE: Make sure that the reimbursement form is filled out **COMPLETELY, LEGIBLY,** and is **DATED** and **SIGNED,** or it will be returned. Use an Excel software program on a computer for automatic calculation of data when filling out the form where possible.

All receipts must be attached to the form for processing or the reimbursement of the expense will not be allowed and the form will be returned. Multiple day and/or event reimbursement data should be entered on the form whenever possible.

THESE EXPENSE GUIDELINES WILL BE IN EFFECT UNTIL AMENDED OR CHANGED BY THE EXECUTIVE COUNCIL.

DRIVING MILEAGE:

Personal vehicle mileage will be made at the rate of \$0.40 per mile, if traveling 40 miles or more one way to an event. Whenever possible, car pooling should be considered to help reduce the costs.

OTHER TRANSPORTATION: Receipts must be provided in order to obtain a reimbursement. Ticketing for public carriers is the responsibility of the member and should be obtained in a timely manner to reduce costs.

LODGING: Receipts must be provided in order to obtain a reimbursement. Lodging will be reimbursed for events unless already paid by, or billed to, WPEC. Reimbursement limits are based on the State Uniform Travel Code, with exceptions made for specified event lodging. Other exceptions must be approved by the Executive Council or the difference will be incurred by the member.

MEALS: Receipts must be provided in order to obtain a reimbursement. Reimbursement is based on the State Uniform Travel Code - Out of State Rate. The reimbursable amount will be for the actual cost of each meal up to the rate limit. Exceeding the rate limit will require the difference be incurred by the member. As of 07/01/2014 the maximum daily reimbursements are: Breakfast \$10.00, Lunch \$15.00, Dinner \$25.00.

OTHER EXPENSES: Receipts must be provided in order to obtain a reimbursement. Conference, convention, workshop, or training/education fees for union related events must have prior approval of the Executive Council for reimbursement.

Receipts should be provided for all miscellaneous expenses. (exceptions would be minor amounts such as parking meters, etc.).