



# WASHINGTON TEACHERS' ASSOCIATION

## Membership Expense Reimbursement Policy (Approved by WTA Executive Board, 3 January 2012)

1. The rules governing the control for necessary expenses for members on Association business as authorized by the Board of Directors are as follows:
  - a. **TRAVEL (Requires advanced approval from the Executive Board):**
    - (1) PLANE: Actual, most economical coach fare (attach receipt)
    - (2) TRAIN or BUS or TAXI: Actual Fare (attach receipt)
    - (3) AUTO:
      - (a) Standard IRS Business Mileage Rate
      - (b) Mileage reimbursement will be calculated using the shortest highway route
      - (c) Mileage reimbursement cannot exceed the cost of coach plane fare.
      - (d) Toll roads and bridges reimbursed at actual cost
    - (4) Parking: Actual costs of airport parking and hotel parking excluding valet parking
  - b. **LODGING** (attach statement):
    - (1) CTA/NEA Conferences – Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference, except as authorized by the Executive Board.
    - (2) Other Travel or Conferences – Cost of a standard hotel room
    - (3) If travel by auto results in an extra night hotel room, such charge is not reimbursable.
    - (4) Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, and entertainment are not reimbursable
    - (5) A maximum of six dollars (\$6.00) total per day for portage and a housekeeping tip is reimbursable
  - c. **MEALS** (attach receipts):
    - (1) Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council, CTA or NEA
    - (2) Individual meal limit is \$40.00 including tax and tip
    - (3) Actual amounts paid including tax and tip not to exceed \$70.00 per any one day
    - (4) Receipts are required for all meal reimbursements of \$10.00 or more
    - (5) Meals are defined as breakfast, lunch & dinner (includes beverage, dessert, tax & tip)
    - (6) Maximum tip reimbursable percentage is 18%
    - (7) Extra meals required by auto travel are not reimbursable.
  - d. **OTHER REIMBURSEMENTS** (Require advance approval from the Executive Board):
    - (1) Cell phone calls reimbursement for business use while traveling
    - (2) Hotel Internet Connection to contact bargaining unit members.
  - e. **DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:**

All expense reimbursements must be filed within thirty (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.
  - f. **RECURRING SUBMISSION OF LATE EXPENSES:**

Members will be granted up to three late reimbursements per fiscal year.
  - g. **APPEALS/DISPUTES/EXCEPTIONS:**

Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make its determination on the appeal at its next regularly scheduled Board meeting.