

CLASSIFIED EMPLOYEES' ASSOCIATION EXECUTIVE BOARD GUIDELINE

GUIDELINE #03: TRAVEL MANAGEMENT

1. GENERAL

Any CEA member traveling on Association business, including travel for NEA and NEA-Alaska, is eligible for advanced payments and reimbursements in accordance with the parameters of this policy. When a travel voucher is submitted for reimbursement to NEA or NEA-Alaska for items already paid for by CEA, then the member involved is obligated to sign that NEA or NEA-Alaska check over to CEA.

2. PER DIEM

The per diem rate for meals and incidentals is \$50 with no receipts required. The CEA Travel Reimbursement Form will be completed and submitted with receipts attached.

3. LODGING

Lodging will either be direct billed to CEA or it will be reimbursed with receipts required. The Travel Reimbursement Form will be completed and submitted with receipts attached. Lodging will normally be based on double occupancy. The Association President is always eligible for private accommodations. Members may request private accommodations with the understanding that they pay for half of the cost of the room. Members with medical reasons for private accommodations, such as Sleep Apnea, may request such accommodations at no additional cost to themselves. The Association President is the sole approval authority for medical requests.

4. TRAVEL AND PARKING

Actual commercial travel expenses, if reasonable, will be paid in full. Mileage will be paid at the current IRS rate. Parking will be paid on the regular, non valet, rate when receipts are provided.

5. OPERATIONAL TRAVEL

CEA members using their personal vehicles for CEA operational business are also entitled to reimbursement for mileage at the current IRS rate as identified above. The Travel Reimbursement Form will be completed and submitted to the CEA Treasurer.

6. EXPECTATIONS

Members traveling at the expense of CEA are expected to:

- A. Arrive on time.
- B. Attend and participate in all sessions. Failure of this provision could result in a reimbursement requirement from the member.
- C. Represent the CEA membership in a professional manner.
- D. Be respectful of fellow attendees.
- E. The CEA President has sole discretion in resolving issues pertaining to these expectations.

Adopted as policy this 13th day of September, 2012

Lorie Miner, President

Chris Sawyer, Secretary

CEA Travel Reimbursement

Please return to the CEA Office:

6177 Mountain Heather Rd
Suite 6
Palmer, AK 99645

Forms must be signed and submitted within 30 days of the travel/event to be eligible for reimbursement.

Please attach original receipts if possible. If receipts are not available, please estimate your meal expenses.

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1. Name: _____

Mailing Address:

(address where you want your check mailed) _____

2. **E-Mail Address:** _____

3. **Name, location and date of event or reason for travel expense:** _____

Please list reimbursable expenses by day:

4. DATE:	/	/	/	/	/	/	/	/	Total Each Line
5. Breakfast									
Lunch									
Dinner									
Total Meals									
6. Lodging									
7. Plane									
8. Auto Rental/ Mileage									
9. Cabs Parking fees									
10. Other									
TOTALS:									

11. Traveler's Signature: _____

DATE: _____

Unsigned and incomplete forms will be returned.

Attach original receipts for all expenses if possible. Original receipts are required for lodging. If receipts are not available for meals, please estimate your expenses.

Total This Sheet:	
All Other Sheets:	
Total All Sheets:	

Due Traveler:

Name of Roommate: _____

(Double Occupancy per Board Policy)

CEA Travel Reimbursement Instructions

- 1./2 Complete information is necessary
3. Briefly explain the purpose of the travel in terms of Association activity or events and the site to which you have traveled.
4. Include day and month.
5. Meal expenses should be supported by original receipts. The daily meal allowance should be an average of the equivalent of \$50 per day (less any meals provided). Do not voucher meals for other persons. Include gratuities.
6. Lodging expenses are for hotel and appropriate room taxes only **based on double occupancy** unless there is **prior** approval from the CEA President.
7. **All Airfare should be listed.**

Airfare charges must be supported by both original boarding passes, along with your original confirmation/itinerary showing cost of ticket, method of payment and who purchased the ticket. Airfare shall be at no more than Super Saver rates unless at the request of CEA or with proper approval from CEA President for changes.

Change Fees & Penalties incurred shall be paid by the individual unless the change is requested by CEA President. Please explain reason(s) for the change fees on the reimbursement form.
- .8. Mileage is reimbursed at **current IRS rate.** PRIOR APPROVAL FROM THE CEA PRESIDENT IS NECESSARY FOR AUTOMOBILE RENTALS.
- 9/10. Parking fees (**valet parking charges not accepted**) and other expenses must be supported by an **original** receipt. Explain all "Other" charges including gratuities, for cabs, luggage handling or business phone calls.
11. **Unsigned reimbursement forms will be returned. Reimbursement forms submitted without a signed "Expectations" form on file will not be processed.**

NOTE:

- a) A separate form should be filed for each event or activity.
- b) CEA Board policy provides that **reimbursement forms must be submitted within 30 days** of the travel/event in order to be eligible for reimbursement.
- c) Per board policy **reimbursement for lodging will be based upon double occupancy.**
- d) Requests for exceptional consideration must have **prior** approval of the CEA President.
- e) Forms should be submitted to: CEA
Attn: Treasurer
6177 Heather Mountain Way St. 6, Palmer, AK 99645
(907) 373-0800



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This form must be signed prior to reimbursement for an event.

EXPECTATIONS

Members traveling at the expense of CEA are expected to:

1. Arrive on time.
2. Attend and participate in all sessions.
3. Represent the CEA membership in a professional manner.
4. Be respectful of fellow attendees.
- 5. Turn in the receipt for hotel costs or be responsible for the cost of the room.**
6. The CEA President has sole discretion in resolving issues pertaining to these expectations. _____initial

By signing, I agree to adhere to the above expectations or I may be required to reimburse CEA for the amount of the travel advance, and/or denied reimbursement of expenses.

Sign

Date