

APWU of Maine  
PO Box 73  
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## APWU OF MAINE TRAVEL and REIMBURSEMENT POLICY

It is the policy of this organization to handle expenses on a reimbursement basis. To comply with both the DOL and IRS rules and regulations, this requires that all expenses must be properly receipted for you to receive reimbursement. It is essential to document that the expenses were incurred by you and were appropriate. This is your responsibility. You are expected to perform whatever duties the expenses were authorized for. You are expected to attend whatever meetings or functions are appropriate. If you need to be excused and there are other members from the APWU in attendance, you must make every effort to notify one of the other members. This notification should be to the highest-ranking local officer present at the function.

Requests for travel expenses, Lost Time, or miscellaneous expense reimbursement must be submitted within 60 days from the date you return from travel/LWOP or the date when the expenditure incurred. Failure to comply will result in reporting the entire amount of travel reimbursement as wages, salary or other pay and will be posted in box 1 of your form W-2.

### **Lost Time**

All requests for LWOP must have supporting documentation attached, be it TACS Clock Rings, or a copy of the time from your Virtual Timecard. The documented time should reflect Code 084, Union Official Leave, which is the leave type that is requested on a PS 3971 and should not exceed the time necessary plus travel time, if applicable. If this is your first time being reimbursed for lost time, you must submit a W-4 and I-9 for proper compensation. Part-Time Flexible and Non-Traditional Full-Time employees with less than an 8-hour schedule may be compensated up to 8 hours per day and 40 hours per week for Union related all-day events.

### **Travel, Room, and Meals (TRM)**

Receipts should be the original and not a copy. Cash/credit card receipts should be specific enough to document each individual expense. In most instances a copy of the signed credit card receipt does not do this. It is necessary to attach an itemized receipt to your request. All receipts

must include each person's name that has charges on the receipt, date expenditure occurred and the name and city/state of the business. Meals should be reasonable expenses and may include one alcoholic beverage reimbursable by the Union. Additional drinks will be at the travelers' expense.

Tips to porters, housekeeping, or similar parties do not need to be receipted. Most cab companies will provide a receipt with notation for tips. (Suggest Tips: Bellhop/skycap – \$1 to \$2 per bag; Housekeeper – \$2 per day in a moderate hotel, \$3 to \$5 per day in a deluxe hotel. (Tipping daily rather than when you check out ensures that the tip will go to the specific person who cleaned your room.); Valet – \$2 to \$3 per handoff; Room Service Waiter - Fifteen to 20 percent of the total charge. (Check all bills to see if gratuity has already been included.)

Documentation for mileage and tolls is also necessary. This would include a copy of the directions from any map program and a copy of paid tolls (E-ZPass) or toll booth receipts.

### **Travel Arrangements**

Travel including transportation and hotel accommodations should be made by the delegate. Charges for airline tickets may be reimbursed prior to the travel due to immediate credit card charges. Any cancellation may lead to a request for remittance back to the Union, barring any extenuating circumstances.

Should any member need charges be made instead to the Union's account, travel arrangements should be made with the President or Treasurer present in order to make the appropriate charge.

### **Pay Advances**

Must have prior approval of the President. Advances will only be authorized in the following circumstances:

Salary - Officers who will be in a travel status conducting union related business during the date you would have received your salary can request an advance.

LWOP/Lost Time - Advances can be requested 14 days prior to the first day to be reimbursed. The original signed and approved 3971 must be attached to the request.

Travel - Advances can be requested 14 days prior to the date of travel. All excess reimbursement of travel expenses must be returned to the Union within 120 days after the expense was paid or incurred. An excess reimbursement is any amount you are paid that is more than the Union

related expense that you adequately accounted for to the Union. Travel advances will be based on the GSA per diem rate for the city the event is to take place.

This policy is in effect now and will continue to be in effect until revised or rewritten. If you are not clear about anything in this policy or have any questions, please contact the President, Vice President, or Treasurer to make sure you understand your responsibility.

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