

Washington State Employees Local 443 Travel Policy

Adopted by Finance Committee on 1/27/26

Purpose and Scope: This is the Washington Federation of State Employees Local 443 policy regarding all expenses incurred by members while participating in union activities sponsored or initiated by WFSE Local 443. Such allowed expenses and reimbursement shall be in accordance with this expense policy.

General Expense and Reimbursement Requirements: All incurred expenses shall be submitted on the WFSE Local 443 Expense Voucher. The date and reason for each expense must be listed. All expenses require receipts for reimbursement except where one cannot reasonably obtain a receipt (some parking, tips, etc.), in which case a written statement must be provided stating what the expense was for. Meal receipts must show item(s) purchased in detail. Meals will not be reimbursed if per diem is provided instead. If receipt does not show purchased items in detail, handwritten notations of those items must be made. Expenses that are personal in nature or are unreasonable shall not be allowed.

Pre-approval of Expenses: Approval must be obtained from the Executive Board and/or General Membership prior to incurring non-direct billed costs for lodging, airfare, car rental, childcare or time-loss.

Travel Arrangements and Alternate Booking Requests: Lodging and airfare are usually handled by our secretary. Requests for alternate travel arrangements outside of what is booked for all other Local 443 members attending the same event must be discussed at Finance Committee or Executive Board.

Non-Compliant Expenses and Recovery of Costs: If, after review of the expense voucher, it is found that the expense does not comply with the above policy, it shall not be reimbursed or, if direct billed, will be deducted from any reimbursable expense, or payment will be requested from the member.

Mileage Reimbursement: The mileage rate shall be calculated according to the IRS website at the time that the travel will occur. The payment shall be based on the most direct route available from the address provided on the form to the location of the event. Exceptions must be approved by an authorizing entity.

Mileage vs. Airfare Cost Limitation: In cases where air travel is possible, and the mileage reimbursement amount would exceed the amount of airfare, WFSE Local 443 will only reimburse mileage up to the cost of the airfare.

Per Diem Rates and Allowable Travel Days: Per diem shall be calculated using the rate on the GSA website at the time that the travel will occur.

Per diem will include one full travel day before and after any given out-of-state event, assuming the travel occurs on the date before/after the event starts/ends. Per diem will include one half day before and after any given in-state event, assuming the travel occurs on the date before/after the event starts/ends.

Per Diem Adjustments for Partial Attendance: If a member receiving per diem shows up late/leaves early, the excess per diem amount will be subtracted from their mileage reimbursement.

Submission Deadlines and Late Reimbursement Requests: All requests for reimbursement of expenses, including mileage and time loss, received or postmarked more than **90 days** after the expense was incurred will not be reimbursed, unless the member presents it in a WFSE Local 443 Finance Committee meeting with reasonable excuses and is approved by the Finance Committee.