AFT 6157 Expense Policy Approved June 2026

Meals Involving the Conduct of Union Business for the President, VP, and/or Executive Director:

Meals required for the conduct of union business will be limited to $30 per person.

Receipts must be submitted with the following information: date, place, attendees, and business purpose of meal.

**Conference Travel Policy**

1. Individual member registration must be approved by the executive board.

2. For local region travel, the union will reimburse based on mileage.
Carpooling is highly encouraged to help keep our carbon footprint down as well as manage costs. If parking and/or bridge tolls are involved, those will be reimbursed as well.
The union will cover lodging (hotel room) based on CFT or host group rates if overnight stay is required. We will reimburse for a single occupancy room.

3. Northern CA (local region) conference attendance: approval to send 6 members to start (more may attend based on executive board approval). Individual member registration/participation must be approved by the executive board.

4. For out of region travel, the union will reimburse airfare purchased by a certain date (typically a few weeks prior) so as to not incur last minute purchase costs. The union will cover lodging (hotel room) based on CFT or host group rates. We will reimburse for a single occupancy room.

5. Southern CA (or out of region) conference attendance: approval to send 4 members to start (more may attend based on executive board approval). Individual member registration/participation must be approved by the executive board.

Meals While Attending Conferences

1. If meals are provided, member attendees are expected to partake of those meals.

2. When meals are not provided, members will be limited to the IRS daily rate which is currently **$86** max per diem. That rate will automatically increase when the IRS daily rate increases. Individual meal limits are: $30 for breakfast, $30 for lunch, and $40 for dinner.

3. If an out-of-region conference provides 5pm cannot be booked. If an out-of-region conference provides meals but ends after breakfast, the union will reimburse for a lunch if a flight back arriving prior to 12pm cannot be booked.

4. No reimbursements will be made for alcohol except for a special event sponsored by AFT6157. (tenure party, new faculty, retiree celebration etc.) Reimbursements will be strictly limited to one alcoholic drink per individual at a restaurant only.

Approval of the Executive Board All travel arrangements (inclusive of flight, itinerary, and hotel reservations) must be discussed with, and approved by, the executive board prior to purchase/booking. Documentation for Reimbursement

1. Always get a receipt for everything; members should keep a copy for themselves and submit a copy to the union for reimbursement purposes.

2. An expense report with dates/places/purpose of the meeting/meal must be submitted within 60 days after the meeting. Receipts for lodging and transportation, etc... should be attached.

3. A properly completed expense report with all necessary receipts must be turned in to the office manager or fiscal officer.