UAW 4811 Travel Reimbursement Policy

Approved by the Executive Board 9/18/2025.
Applies to all travel which occurs following approval.

Quick Facts:

- Members are encouraged to take public transit, buses, and trains when the cost does not exceed the cost of driving. Members are also encouraged to carpool when traveling in groups by car.
- Members traveling by car are asked to submit a request for fuel reimbursement or EV charging. Fuel or EV charging purchases will be reimbursed at 125% of the total cost. Instructions for such reimbursements are below.
- Transportation to an airport or train station, airport/station parking, and car rental can also be reimbursed if approved in advance.
- Travel by bus, train, or plane can be reimbursed if authorized in advance. Reimbursements will only be approved when the total cost incurred to the union is lower than it would've been if the relevant trip had been done by car, unless the Executive Board or Joint Council has approved an exception to this policy.
- All authorized travel on union business over 50 miles may be reimbursed. If such travel is not routine travel provided for in the bylaws (such as travel to Joint Council meetings), it should be approved in advance.
- For officers traveling to Joint Council meetings, travel by bus, train, or plane can be reimbursed for up to $200 if the distance from their campus is over 400 miles. A same-day return trip is required, unless the total cost incurred to the union for overnight accommodation is lower than the price difference for a next-day return ticket.
- At the discretion of the Executive Board, per diem rates may be provided when authorized in advance in the amount of $25 per travel day and $55 per overnight.
- Travel spending made without prior approval but on duly authorized union business in unforeseen and exigent circumstances will be fairly considered for reimbursement by the Executive Board and Joint Council.

<u>Fuel Reimbursement Policy and Guide:</u>

Fuel used during authorized travel for union business on trips 50 miles or longer will be reimbursed at 125% cost. For example, if a trip required the purchase and use of $50 of gas, the reimbursement would be $62.50. This added amount is intended to offset depreciation – "wear and tear" – on member vehicles. Fuel will be reimbursed at 100% when purchased for rental cars. Tolls, parking, and other additional nominal expenses will also be reimbursed at 100% when necessary.

Guide to purchasing fuel for union travel:

1. Fill your tank or charge your battery to at least 80%. This purchase will not be reimbursed.
2. Begin your trip. Save all receipts for gas purchases or EV charging made during your trip. To speed and simplify the reimbursement process, make gas or electricity purchases separately from other things you might be buying at a refueling station.
3. At the end of the trip, fill your tank back up or charge your vehicle up to the same percentage it was charged to before your trip. Save this receipt as well.
4. You now have as much gas or charge as when you began the trip. Our union will reimburse the total amount for all gas or electricity purchased during the trip, up to this final fill-up or charge.
5. Submit a reimbursement request using this form (go.uaw4811.org/reimbursement). Each individual purchase should be itemized separately and needs to be accompanied with a receipt. Do not add 25% to the request, this amount will be calculated for you.

Joint Council Travel Policy:

Joint council members are entitled to a travel reimbursement for Joint Council meetings outside their own campus.

A Joint Council member may be reimbursed up to $200 for the cost of taking a train, bus, or flight (rather than driving) to a Joint Council meeting, if – given personal commitments – (1a) the Joint Council member demonstrates their inability to arrange carpools with other Joint Council members traveling to the meeting from the same or a nearby campus, and (1b) the cost of traveling by car individually exceeds the cost of train, bus, or flight, or (2) the Joint Council member is entitled to travel by means other than car because of the accommodation policy (see below), or (3) the distance between the Joint Council member's home campus and the Joint Council meeting campus exceeds 400 miles. A same-day return trip is required, unless the total cost incurred to the union for overnight accommodation is lower than the price difference for a next-day return ticket.

If a Joint Council member wishes to travel to a Joint Council meeting from a location other than their home campus area, they may request a special travel reimbursement. Requests for such reimbursements must be made in advance and should be brought to the Executive Board for approval. Reimbursements may be partial depending on the nature of the travel.

When a Joint Council meeting coincides with another meeting that an officer has to attend, the JC travel policy (which encourages travel by car and carpooling) applies unless the relevant committee or body has specifically allocated funding for flights to this meeting.

The Executive Board and Joint Council are authorized to approve exceptions to the above policy.

General Travel Policy:

Travel conducted in a manner other than use of one's own personal conveyance or via public transportation and in excess of the ordinary reimbursement rate must be approved in advance by the Executive Board (or Joint Council), as well as the appropriate committee or unit, when drawing from a committee or unit budget rather than general travel funds.

Spending on lodging must be approved in advance, excepting exigent circumstances.
For travel spending to a committee meeting or committee-related activity, the committee, officer, or member requesting travel funding shall provide:

1. Proof of official approval of the expense – to be drawn from the committee or unit budget – for those individuals travelling as per the Expense Authorization policy.
2. A record of the maximum amount approved for said expenses by the committee.

At the discretion of the Executive Board, per diem rates may be provided when authorized in advance in the amount of $25 per travel day and $55 per overnight. For example, a three-day trip would result in two overnights and one travel day for a total of $125. Meals that are provided at no cost to the member must be subtracted from the per diem ($12 Breakfast, $14 Lunch, $29 Dinner).

Advance Flight Booking Policy:

When any officer or member requests advance booking of a flight by the statewide office in lieu of use of the reimbursement process, their request to the statewide office (officemanager@uaw4811.org) must include the following information:

1. Proof of Executive Board approval, including the maximum dollar amount allowed
2. Full name (as it appears on identification) and date of birth
3. The specific flight(s) preferred
4. The earliest and latest time possible for arrival and departure, in case the preferred flight is unavailable.
5. Such requests should be made 10 business days in advance of a flight.

Requesters should make every effort to book their travel as early as possible.

Individuals under financial duress or other exigent circumstances can request that our Union book a flight directly with less than 10 business days notice by contacting the Executive Board through eboard@uaw4811.org. Please label your request "Prompt Action Required".

Accommodation Policy:

If an officer has a disability or other condition which requires special accommodation when engaging in travel on duly authorized union business, they may request to be permanently pre-approved for accommodation for such travel. If appropriate, the Executive Board may request documentation by a doctor of the need for special accommodation. This request should be made to the Executive Board no later than 14 days in advance of the earliest planned date of travel. If approved, the Executive Board will communicate this information to the office manager, who will maintain the list of officers pre-approved for special accommodation when travelling on union business. An officer on this list is still responsible for giving the main office 10 business days notice for any request to book a flight or other travel accommodation, unless exigent circumstances apply.

Executive Board Travel Policy

Pre-designated members of the UAW 4811 Executive Board may travel without pre-approval for duly authorized union business for up to $2,000 per month. Financial reports will include information regarding Executive Board travel spending. If the travel is to exceed $2,000 for a given month, the Executive Board member will request pre-approval to exceed that amount (Pending).