



Michigan Postal Workers Union, AFL-CIO

AFFILIATED WITH:
American Post Workers Union, AFL-CIO
APWU Postal Press Association
Michigan State AFL-CIO



Travel and Expense Policy

1. All monies received shall be for union related travel. Any travel not fulfilled shall require reimbursement of unused US Government Service Administration (GSA) per diem, which shall be returned to the MPWU in full; by Check or USPS Money Order within two (2) weeks of conclusion of said event. Monies not used and failed to be remitted shall be declared as income. The current GSA per diem rates shall be used to figure the total amount of Per Diem to be paid for the travel-time period
2. The President, Executive Secretary, and Secretary-Treasurer will have the authority to purchase and/or hold Airline Tickets, Hotel Reservations, etc., with the MPWU's Credit Card, at their discretion.
3. All registration fees will be included in the total amount allotted to authorized Attendees/Delegates. Registration fees will be paid for authorized Attendees/Delegates to all Constitutional and Educational Conventions/Assemblies, Conferences, Meetings, Seminars, etc.
4. Air Travel will be tot total cost of Air Travel (coach) including taxes, fees, and the first regularly priced bag fee. Any additional upgrades/additional service fees shall be paid by the individual.
5. Hotels will be the total cost of room and taxes only. All incidental charges will be paid for by the individual.
6. Land Travel must be for union related business only and will be determined as follows:
 - a. Mileage will be the current GSA mileage rate at the time of travel. To be submitted using MapQuest or similar (turn-by-turn) program.
 - b. All parking, buses, shuttles, cabs, monorails, etc., must be receipted and submitted upon return of travel for reimbursement. Travel examples: Home-Airport, Airport-Home, Hotel-Meeting and to represent the membership in the field.
 - c. If an individual makes the decision to use land travel instead of air travel, the MPWU will pay them the lesser of the costs - Air vs Mileage.
7. All Lost Time will be submitted monthly and Expenses will be submitted within sixty (60) days. Failure to comply will make these payments subject to the approval or disapproval of submitted time and expenses by the Executive Board prior to payment (with an explanation by the submitter as to why their submission was not timely)