

**THE NEBRASKA ASSOCIATION OF PUBLIC EMPLOYEES**  
**AFSCME LOCAL 61**

Member Travel Reimbursement Policy - Approved December 8, 2018, Updated October 14, 2023

Introduction

This policy is created to ensure members approved to travel on NAPE business are reimbursed for their expenses in a fair and equitable manor. This policy covers travel to board meetings, conferences, conventions, bargaining and other NAPE activities. All travel must be pre-approved by the executive director or designee. Travel that is not pre-approved may not be reimbursed. This policy covers all NAPE members. Staff travel reimbursement is addressed in the NASU collective bargaining agreement.

Meals

In order to qualify for meal reimbursement, the member must be on a trip which includes an overnight stay. The maximum reimbursement per day for meals is \$42. Gratuities are included within the \$42. Itemized receipts must be submitted for any meal to be reimbursed.

Lodging

In order to qualify for lodging reimbursement, the member must be on a trip greater than 60 miles from his/her residence. The nightly rate for lodging must be pre-approved by the Executive Director or designee. Members may not check-in to any hotel without pre-approval from the Executive Director or designee. Itemized receipts must be submitted for lodging to be reimbursed.

Travel

Travel by air, train, bus, or other public transportation must be pre-approved by the Executive Director or designee. Members who travel in their personal vehicle greater than 60 miles will be reimbursed at a rate of \$.20/mile. The Executive Director or designee may require travel by air, train, bus, etc. at his or her discretion. Receipts of ticket purchases must be submitted in order to be reimbursed.

Parking

Actual parking costs will be reimbursed when a receipt is submitted. The maximum parking reimbursement per day shall be \$15, unless a greater amount is pre-approved by the Executive Director or designee.

Other Costs

Other costs incurred to support NAPE business may be reimbursed at the discretion of the Executive Director. Members are encouraged to get pre-approval if they are concerned about whether or not an additional expense will be approved for reimbursement.

Failure to Cancel

Members who fail to inform the Executive Director of an inability to attend an event where travel arrangements have been made by NAPE/AFSCME may become ineligible for future travel reimbursement at the discretion of the Executive Director.