

# TEACHERS ASSOCIATION OF PARAMOUNT/CTA/NEA

## STANDING RULES

### Standing Rule 1: Membership Expense Reimbursement Policy

A. The rules governing the control for necessary expenses for members on Association business as authorized by the Executive Board are as follows:

1. **TRAVEL** (Requires advanced approval from the Executive Board):

- a. Plane: Actual, most economical coach fare (attach receipt)
- b. Train or bus or taxi: Actual Fare (attach receipt)
- c. Auto
  - i. Standard IRS Business Mileage Rate
  - ii. Mileage reimbursement will be calculated using the shortest highway route
  - iii. Mileage reimbursement cannot exceed the cost of coach plane fare.
  - iv. Toll roads and bridges reimbursed at actual cost.
- d. Parking: Actual costs of airport parking and hotel/convention parking excluding valet parking.

2. **LODGING** (attach statement):

- a. CTA/NEA Conferences – Half the cost of a double-occupancy hotel room. Those wishing a single room must pay the difference except for extenuating circumstances (physically challenged or other medical reasons) which must be approved in advance by the Executive Board.
- b. Other Travel or Conferences – Cost of a standard hotel room.
- c. If travel by auto results in an extra night hotel room, such charge is not reimbursable.
- d. Personal charges such as laundry, personal telephone calls, snacks, pay-per-view movies, gym, and entertainment are not reimbursable.
- e. A maximum of seven dollars (\$7.00) total per day for portage and a housekeeping tip is reimbursable.

3. **MEALS** (attach receipts):

- a. Reimbursements are not allowed when a meal is provided by the local, UniServ, Service Center Council
- b. Individual meal limit is \$40.00 including tax and tip.
- c. Actual amounts paid including tax and tip not to exceed \$70.00 per any on day.
- d. Receipts are required for all meal reimbursements.
- e. Meals defined as breakfast, lunch, & dinner (includes beverage, dessert, tax,& tip)
- f. Maximum tip reimbursable percentage is 20%.
- g. Extra meals required by auto travel are not reimbursable.

4. **STIPENDS:**

- a. President- \$150.00/month for 10 months
- b. First VP- \$25.00/month for 10 months
- c. Second VP- \$25.00/month for 10 months
- d. Secretary- \$50.00/month for 10 months
- e. Treasurer- \$50.00/month for 10 months

- f. Organizing chair- \$25.00/month for 10 months
- g. Communications chair- \$25.00/month for 10 months
- h. Bargaining chair- \$25.00/month for 10 months

**5. NEA RA:**

TAP will match CTA State Delegate guidelines for reimbursements and accountability in relation to multiple absences.

**6. OTHER REIMBURSEMENTS**

- a. Rep Council Site Meetings- \$25.00 to \$50.00 based on site size
- b. Cell phone calls reimbursement for business use while traveling.
- c. Hotel Internet Connection (Require advance approval from the Executive Board):

**7. DEADLINE FOR FILING EXPENSE REIMBURSEMENTS:**

All advances must be accounted for within (30) days of the end of the month in which the expenses were incurred. An additional thirty (30) day period may be granted by the Executive Board for extenuating circumstances set forth in an attached letter to the expense reimbursement.

**8. ACCOUNTING FOR ADVANCES:**

All advances must be requested with a check requisition form accounted for within (30) days of the end of the event by utilizing the member expense reimbursement form in which the advance amount is deducted from the reimbursement amount. Unused advance amounts must be included with the expense reimbursement.

**9. RECURRING SUBMISSION OF LATE EXPENSES:**

Members will be granted up to three late reimbursements per fiscal year. No submissions will be approved older than twelve months without the approval of the Executive Board on an exception basis due to extenuating circumstances.

**10. APPEALS/DISPUTES/EXCEPTIONS:**

Members may on a timely basis appeal any dispute or exception of an expense reimbursement to the Executive Board. The Executive Board will make its determination on the appeal at its next regularly scheduled Board meeting.