

USEP TRAVEL POLICY

As outlined in the **USEP REPRESENTATION POLICY**, USEP believes it is in our best interest to send delegates/representatives to pre-approved state, national and other representational events, as funds permit.

Prior to attending State and National events, all attendees will receive a letter with estimated costs, instructions and event protocol. Each member representing USEP must sign the letter and return it within two weeks of receipt to USEP to ensure receiving the allotment for the event in a timely manner. (The cost for each trip will be estimated using the Outline of Normal and Customary Expenditures found below in this policy.)

For State and National events, all approved attendees will receive estimated travel costs in advance. For all other events, attendees will either receive an allotment or be reimbursed for pre-approved events according to the Outline of Normal and Customary Expenditures. (When applicable, IRS guidelines will be used to determine reimbursement allowances and GSA will be used to determine per diem cost guidelines.)

OUTLINE OF NORMAL AND CUSTOMARY EXPENDITURES

AIR TRAVEL- Pre-approved air travel is limited to the lowest reasonable coach class fare. The exact amount will be set by USEP and USEP may, at its discretion, directly book airfare for attendees.

BAGS- Reasonable baggage fees for up to two bags, if not included in air fare.

HOTEL- All reimbursements and allocations for hotel accommodations are based on double occupancy at the hotel site of USEP's choosing. Any change by the attendee of the hotel venue, and/or the arrival/departure date after the reservations are confirmed will be the responsibility of the attendee unless pre-approval and arrangements are made through USEP. USEP may, at its discretion, directly book hotel rooms for attendees.

MEALS- USEP will provide a meal allowance in accordance with IRS and GSA guidelines.

MILEAGE- Upon pre-approval or by policy, attendees may be reimbursed for personal vehicles at the current IRS mileage rate.

PARKING AND TOLLS- Unless already part of the attendee allocation, USEP will reimburse parking and tolls for pre-approved trips when accompanied by receipts.

TIPS- Reasonable tips for valet, maid service, skycaps, bellman, etc. will be reimbursed. Standard tips include up to \$2.00 per day for maid service, \$1.00 per bag for luggage handling.

OUT-OF-STATE TRANSPORTATION- Unless already a part of the attendee allocation, airport shuttles should be used whenever available. If outside the attendee allocation, taxis, hotel shuttles, and other transportation may be used when pre-approved and receipts are required for reimbursement.

All other reimbursements over and above the allotment for each trip must be pre-approved. Should reimbursement be necessary over and above the allotment, the attendee will provide receipts on a USEP approved voucher.

APPROVED BY EXECUTIVE BOARD, FEB. 20, 2018

(REPLACES POLICY OF JULY 2, 1992)