

**UNITED FACULTY OF FLORIDA**  
**TRAVEL REIMBURSEMENT POLICY**

revised policy proposal April 21, 2022

UFF members<sup>i</sup> shall be reimbursed for expenses during authorized governance activities<sup>ii</sup> and other events upon submission of a [UFF-FEA expense form](#). All expenses must be submitted within 30 days from the date of the meeting to be reimbursed. The meeting or function attended should be clearly identified. UFF will only reimburse meals where detailed itemized<sup>iii</sup> receipts are provided. Failure to properly receipt expenses will result in deductions from the total amount due. Charges deemed unreasonable<sup>iv</sup> shall not be reimbursed.

## **LODGING**

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UFF seeks to provide group lodging options at unionized lodgings<sup>v</sup> for large governance events<sup>vi</sup>. If registration deadlines are missed by the member, lodging arrangements are the individual's responsibility, and will only be reimbursed at the group rate. UFF will reimburse lodging costs limited to one half the double occupancy regular room rate and tax<sup>vii</sup>. UFF members may request assistance from UFF HQ with roommate matching. UFF members who would like their own room may request that their home chapter cover the other half of the occupancy rate. Tipping house cleaning staff is encouraged at \$3 a day in cash and is reimbursable with a note explaining the expense. Hotel incidentals such as valet service and optional amenities will not be reimbursed.

## **MEALS**

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Meals shall be reimbursed for itemized documented expenses<sup>ii</sup> up to a maximum of **\$10.00** for breakfast, **\$20.00** for lunch, and **\$30.00** for dinner, based on the duration of travel. When a group meal is provided, no reimbursement will be paid. Meal receipts containing only alcohol are not reimbursable under this policy.

## **AUTOMOBILE TRAVEL**

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Members traveling by car from the same geographical area are encouraged to travel together. The member driving shall be reimbursed mileage at the current IRS rate, when the names of passengers are documented on the reimbursement form. Members driving alone shall be reimbursed mileage at *half* the current IRS rate. Receipted toll charges will be reimbursed. Car rentals will not, but members can submit for mileage reimbursement, which covers the cost of a rental in most cases. Taxi, Lyft or Uber expenses are reimbursable only when reasonably necessary.

## **TRAIN OR AIR TRAVEL (FOR TRAVEL OF MORE THAN 250 MILES)**

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Meeting participants who live more than 250 miles from the event may opt to take a train or fly. Members are urged to make reservations as early as possible in order to take advantage of the lowest rates. Receipted parking charges will be reimbursed.

**Find additional expense voucher information contact [uff@floridaea.org](mailto:uff@floridaea.org), 850-224-8220 or go to <https://myuff.org/leader-and-staff-resources/>**

<sup>i</sup> The President and Vice President of UFF shall be reimbursed in accordance with the FEA travel reimbursement policies. UFF employees shall be reimbursed in accordance with the FEA/FSO Collective Bargaining Agreement. Expenses of official guests at statewide UFF meetings and committees shall be paid only when they have been authorized in advance.

<sup>ii</sup> UFF members elected or appointed as UFF representatives to official meetings of the AFL-CIO, FEA, AFT and NEA and/or on approved official UFF business as member lobbyists, organizing recruiters, trainers or guest speakers shall be reimbursed according to this policy.

<sup>iii</sup> An itemized meal receipt must have the name of establishment, date of service, items purchased, amount paid for each item, and tax. If the tip is not included in the total, it should be written on the receipt. A credit card charge slip does not suffice because it lacks the needed details. If a member hosts other members, the individual must document the above, and each attendee's name and length of time for the meal.

<sup>iv</sup> For example, when events are in an area with ample restaurants within walking distance, UFF will not reimburse taxi, Lyft, or Uber costs unless part of the union activities.

<sup>v</sup> Per UFF Senate requirements and affiliate pledges.

<sup>vi</sup> UFF governance events include all events where a member is elected or appointed to represent UFF, including, but not limited to: UFF Senate/Steering Committee, FEA Delegate Assembly, FL AFL-CIO COPE convention, NEA RA, AFT Convention.

<sup>vii</sup> When funding attendance at other events, it must be approved in advance by the President or Executive Director. Other events might include: FEA lobby days, NEA Higher Education Conference, AFT regional meetings, Hunter College Collective Bargaining in Higher Education Conference and/or cross-affiliate meetings like Labor Notes conferences or Higher Education Labor United. Typically, the chapter or hosting affiliate would fund all other training or travel.