

Travel Policy

**For authorized Officers and Representatives
Of the**

Nebraska State Legislative Board

**Brotherhood of Locomotive
Engineers and Trainmen**

Adopted March 4th 2010 by action of the Delegates

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TRAVEL POLICY PURPOSE AND ENFORCEMENT

The purpose of this document is to ensure that properly authorized officers & representatives of the NESLB-BLET (hereinafter referred to as employees) have a clear understanding of the policies and procedures for business travel and entertainment expenses incurred on NESLB-BLET's behalf:

- NESLB-BLET will reimburse employees for all reasonable and necessary expenses while traveling on authorized organization business.
- NESLB-BLET assumes no obligation to reimburse employees for expenses that are not in compliance with this policy.

AIR TRAVEL

Reservation Procedures

All air travel should be booked either with an online service or directly with the airline either by phone or use of the online services of the airline.

Booking should be made as early as possible to take advantage of advance purchase discounts.

Travelers are expected to use the lowest logical published airfare based on the following factors:

- The route requires no more than one stop and does not increase the total travel time by more than 2 hours each way.
- Departure/arrival time is no more than 2 hours before or after requested time.
- Savings must be at least \$100 to offset scheduling inconvenience

Use of Frequent Flier Miles

Employees may use their frequent flier miles for business travel when air fare is extremely costly. If the employee should elect to do so, he/she may claim payment in an amount equal to the lowest logical air fare of a three-week advanced booking, although that flight will not be used. The employee claiming such payment shall be responsible to provide the amount of the lowest logical three-week advance booking price by printout of fare pricing as provided by an online booking agency or travel agency dated three weeks in advance of the travel date. Such payment claim will be considered earnings and subject to taxes.

Class of Service

Travelers are expected to fly in coach class at all times. Upgrades to business or first class may be allowed in the following instances and with proper authorization:

- If it does not cost more than the lowest available coach fare
- At the employee's personal expense or by redeeming frequent flyer mileage

Electronic Ticketing

Travelers should use electronic tickets whenever possible.

Travelers with electronic tickets should call their travel counselor or booking agent to cancel the reservation and initiate a refund if appropriate.

If a trip is canceled after the ticket has been issued, the traveler must contact the booking agency immediately to refund the ticket or use it for future travel on the same route within 365 days.

Lost or Stolen Airline Tickets

If a ticket becomes lost or stolen, travelers must immediately report the loss to the booking agency that will assist them in filing a lost ticket application with the airline.

NOTE: Travelers who use electronic tickets need not worry about lost or stolen documents as no paper ticket is issued.

LODGING

Making Hotel Reservations

Hotel reservations should be made through online booking agencies or directly with the hotel. Travelers are required, whenever possible, to use:

- Properties where BLET has a negotiated rate. When possible, union hotels should be utilized.
- The least expensive property in First Class or similar hotel category.

Room Guarantee

Unless otherwise instructed, all hotel rooms will be guaranteed for late arrival with the traveler's corporate or personal charge card.

Hotel Cancellation Procedures

Hotel cancellations should be made prior to the stated time by the hotel at which charges will occur:

- Travelers should record the cancellation number in case of billing disputes.
- Travelers will be held responsible and not be reimbursed for “no-show” charges unless there is sufficient proof that the billing is in error.
- Cancellation deadlines are based on the local time of the property.

Hotel Payment Procedures

Hotel expenses should be paid using the traveler’s corporate or individual charge card.

RENTAL CAR RESERVATIONS

Making Rental Car Reservations

Rental car reservations must be made through online booking agencies or directly with the Car Company.

Travelers are required, whenever possible, to book rental cars using the lowest rate offered:

- In addition, travelers should check with the rental car agent for any promotional rates, last-minute specials or free upgrades.
- At the time of rental, the car should be inspected and any damage found should be noted on the contract before the vehicle is accepted.

To avoid additional charges, every reasonable effort must be made to return the rental car intact, on time and with a full tank of gas.

Class of Service

Travelers should book rental cars in the Mid-Size category, except for the following situations:

- when the traveler can be upgraded at no extra cost
- when two or more organization employees are traveling together
- when cars in the authorized category are not available
- when transporting excess baggage such as booth displays

Rental Car Insurance

Travelers are encouraged to rent cars with credit cards that provide collision, liability, and comprehensive coverage with no deductible or verify that they are covered for rentals by their personal car insurance. Travelers should also verify that they are covered for “Loss of use” liability by either the credit card company or their personal insurance. Where all the preceding categories of insurance are covered otherwise the traveler should decline all rental car insurance coverage.

Rental Car Cancellation Procedures

Rental car cancellations should be made soon enough so as not to incur charges. Travelers should record the cancellation number in case of billing disputes.

Rental Car Payment Procedures

Rental car costs should be paid using the traveler’s corporate or individual charge card.

Rental Car Accidents

Should a rental car accident occur, travelers should immediately contact the rental car organization, your insurance provider and local authorities.

PERSONAL CAR USE

Personal Car Usage Guidelines

Travelers may use their personal car for business purposes. The traveler must carry adequate insurance coverage for their protection and for the protection of any passengers.

Reimbursement for Personal Car Usage

Travelers will be reimbursed for business use of personal cars as determined by the minimum cents per mile as determined by IRS allowable mileage rates as of January 1st of each year. They will not be reimbursed for any repairs to their personal car resulting from business travel.

To be reimbursed for use of their personal car for business, travelers must provide on their expense report the date, location and purpose of the trip, mileage log, and receipts for tolls and parking.

TELEPHONE USAGE

Business Phone Calls

Travelers will be reimbursed when using their personal telephone calling cards or home phone for business phone calls, provided an original copy of the phone bill is attached to the expense report.

Personal Phone Calls While Traveling

Travelers will be reimbursed for personal telephone calls while traveling on business:

- up to 2 per day, not to exceed \$10.00 for domestic travel
- up to 2 per day, not to exceed \$20.00 for international travel

Air-Phone Usage

Travelers may use an air-phone if an emergency or critical business issue is involved, but are strongly discouraged from doing so due to the high cost.

Hotel Telephone Usage

When staying at a hotel, travelers should determine if the property has added surcharges for local and long distance phone rates. To avoid hotel telephone surcharges, travelers should:

- Use a charge card, calling card, public phone or call collect whenever possible.
- Make multiple calls on one long-distance access charge. Simply press the # key after each call, wait for the tone, then dial the next number.
- Use an 800 number for business calls whenever possible.
- Have the home office place the call.
- Phone from local organization offices whenever possible.

Cellular Phone Reimbursement

Travelers will be reimbursed for business calls made using personal cellular phones. An original copy of the bill must be attached to the expense report. Travelers will be reimbursed for cellular phone usage and monthly access charges

MEALS

Personal Meal Expenses

Travelers will be reimbursed for personal meals when traveling out of town on union business and when conducting prescribed business activities at either actual cost or the

minimum rate for meals and incidental expenses (M&IE) per diem as prescribed by the IRS as of January 1st of each year. The IRS per diem rate is inclusive of refreshments, beverages, and other incidentals purchased during each travel day.

When claiming actual meal costs a valid receipt evidencing the actual purchase of each meal claimed for reimbursement must be submitted with the traveler's expense report. Whenever feasible, meals should be paid for using the employee's personal or corporate card.

It is sometimes more convenient to have one individual pay for his or her own meal as well as that of other traveling employees. This practice is acceptable providing the individual lists the names of all others covered by the payment and abides by the guideline limitations. The other travelers attending are not entitled to reimbursement under these circumstances.

Tips included in on meal receipts will be reimbursed, provided they are no more than 20% of the total bill. Any tips considered excessive will not be reimbursed. As a general rule, travelers should not tip more than they would on a personal trip.

Meals purchased in conjunction with business discussions can qualify for reimbursement if the proper reporting procedures are followed. The broad guidelines reviewed in the previous section should be observed. In addition, the business purpose of the meal along with the name(s) of each individual provided for and their business relationship should be included on the expense report.

In-Town Business Meals

State Board officers providing business meals in town must have the approval of the Chairman. The Chairman's approval should be stated on the individual's expense report along with other required documentation and information.

PAYMENT METHODS

Corporate Card and Traveler Benefits

Travelers should use the approved corporate card to pay for all air travel, lodging, rental car, rail, meals, entertainment and miscellaneous T&E expenses.

The organization will absorb the annual fee for all corporate charge cards.

Personal Use of Corporate Card

Corporate cards may not be used for personal expenses.

Business Use of Personal Charge Card

Personal charge cards may be used for business travel only:

- By employees who do not meet the issuance criteria for a corporate card
- At establishments that do not accept the corporate card (a written explanation must be recorded on the expense report form)

Travelers will be reimbursed for business-related fees on their personal charge card provided proper documentation is submitted within 30 days after the personal card statement is received.

Travelers will not be reimbursed for annual fees on personal charge cards.

Reporting Lost/Stolen Cards

Lost or stolen corporate cards must be reported immediately as the unauthorized use of stolen cards is greatest in the first few hours after the theft.

Cardholder Employee Termination

Upon termination, all corporate cardholders must promptly reconcile and pay any remaining balances and cut the corporate card in half.

EXPENSE REPORTING

Timing for Expense Report Completion and Submission

Travelers should file expense reports in a timely manner.

Approval/Authorization Process

Expense reports must be approved by the Chairman and Secretary Treasurer.

Employee expense reports will be reviewed for calculation accuracy, approval signatures, policy compliance, business purpose, and proper supporting documents and receipts.

Documentation Requirements

Organization policy requires original receipts for all expenditures over \$5.00 and all meals, regardless of amount. The following documentation should be submitted with all expense reports:

- Air/Rail — original passenger coupon plus invoice/itinerary or charge card receipt
- Hotel — hotel folio plus charge card receipt or other proof of payment
- Rental Car — rental agreement plus charge card receipt or other proof of payment
- Meals/Entertainment — charge card receipt or cash register receipt (no restaurant tear tabs)
- Miscellaneous — receipts for all miscellaneous expenses over \$5.00.

In addition, travelers must provide the following information in order to be reimbursed for business expenditures:

- Names of individuals present, their titles and organization name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- In the case of entertainment events, the specific time the business discussion took place (i.e., before, during or after the event)

Acceptable Receipts

The following receipts are acceptable for expense report documentation:

- Original receipt completed by the vendor
- Customer's copy of charge card slip
- Charge card billing statement
- Original phone bill
- IRS approved electronic ticket receipt

Actual bills/receipts must be submitted whenever possible; photocopies are acceptable only with a detailed explanation as to why the original is unavailable.

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required.

Receipts must include the name of the vendor, location, date and dollar amount.

Unacceptable Receipts

Restaurant tear tabs and photocopies are not acceptable as receipts, unless accompanied by a full explanation.

Reimbursement of Expenses

Reimbursement for approved expenses will be sent to employees within 15 working days via check sent to the employee's home or office.

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete will be returned to the approval authority for corrective action and may result in delay or non-reimbursement of specific items. Disregard for organization policy or altering of receipts can result in nonpayment.

GROUP AND MEETING TRAVEL

Group Travel Definition

Group Travel policy procedures apply any time travel arrangements of any kind (air travel, lodging or ground transportation) are made for 5 or more people traveling to the same destination for a specific purpose. Group Travel includes:

- Training
- Triennial or Quadrennial Meetings
- Professional/technical meetings
- Trade shows and conventions

The Group Travel policy applies to meeting site selection, travel arrangements for participants and all other aspects of the meeting.

Expense Reporting for Group Travel

Whenever possible, travelers must pay for their own group travel expenses and submit an expense report for reimbursement.

When expenses are incurred as a group, it is sometimes impractical to allocate a share of the expenses to each employee. Under these circumstances, the most senior employee must pay for and report the expenditure.

The cost of food and beverages for a group of employees must be reported as

“Entertainment” expenses. All other expenses (i.e., transportation, lodging, etc.) must be reported under the appropriate expense category.

All expense reports associated with a meeting must contain the meeting registration number provided by the meeting planner or meeting sponsor.