

## Travel Policy

USW 12-591

All travel expenses must be approved by the Executive Board and by the membership at a Local Meeting prior to any disbursements of funds. Hotel reservations may be made prior to membership authorization to secure a discounted rate at the direction of the Financial Secretary or Local President.

All travel arrangements must be made through the Local Hall. Authorization from the Local President and the Financial Secretary is required to make travel arrangements outside the Local Hall. If appropriate authorization is not obtained, the Local will NOT reimburse member for any travel expenses. Making arrangements outside of the Local Hall must not cost the Local any additional funds.

The Travel Request form must be filled out for all travel. This form is to ensure accuracy in all travel arrangements. The form must be turned into the office manager at the Local Hall as soon as possible. The Travel Request form will be signed by the Local President or Financial Secretary. The Travel Request form will be kept on file at the Local Hall.

All effort will be made to abide by the travel preferences stated on the Travel Request Form. If the preferences incur an excessive amount of extra cost to the Local the alternate arrangements will be made. All air fare will be priced with no more than one (1) stop between destinations if possible, straight through flights will be reviewed for convenience and booked if not an excessive cost.

This policy is intended to clarify the Local Bylaws, the Local Bylaws will rule in case of any conflicts between this policy and the Local Bylaws.