

1. Transportation

- A. Air Travel - Discount airfare will be the customary mode of air transportation. Written requests for deviation from this policy must be accompanied by an explanation of the circumstances requiring other than coach class travel and forwarded to the National Treasurer for advance approval. If, after ticketing, changes are made for the personal benefit of the traveler, any additional charges will be the sole responsibility of the traveler. Any additional charges for circuitous travel will be the responsibility of the traveler. In extenuating circumstances due to business or personal related reasons, travelers shall be reimbursed for all alternative or canceled transportation fares upon receiving approval from the approval authority.
- B. Automobile Travel - Use of a personal automobile on CUPA-HR business will be reimbursed at the rate allowed by the IRS. Mileage reimbursement shall not exceed the cost of a discounted airfare. Exceptions will be approved in advance by the National Treasurer. Parking fees and tolls will be reimbursed at actual cost to the traveler.
- C. Local Transportation – Cab and bus fares will be reimbursed at actual cost to the traveler.

2. Hotel Accommodations

The actual cost of reasonable hotel accommodations for the individual traveler will be reimbursed by CUPA-HR. Expenses for spouses and/or dependents are to be paid by the traveler.

Additional nights of stay must be authorized in advance by the National Treasurer and will be limited to extraordinary circumstances.

3. Meals

CUPA-HR will reimburse the actual cost of meals (including two alcoholic beverages) plus gratuities up to a maximum of \$75 per day per traveler.

The reimbursement request must be accompanied by receipts for all meals. When a person pays for group meals or the meals of guests, the reimbursement requests should list the names of the persons for whom the meals were purchased.

Exceptions to this maximum reimbursement policy must be approved by the National Treasurer.

4. Rental Cars

CUPA-HR will not reimburse the cost of rental cars unless such rental is approved in advance by the National Treasurer. So as to limit additional liability, the driver should purchase insurance through the car rental agency.