



# Washoe County Employees Association

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## Travel Policy

This travel policy is designed to guide board members, officers, employees, and members of the Washoe County Employees Association (WCEA) when traveling for official WCEA business.

The WCEA may allow any person to travel on its behalf for official business. All travel must be approved by a majority vote of the WCEA Board of Directors. All travel must be approved in advance of the travel date. Detailed receipts are required for all purchases or reimbursements.

WCEA will reimburse the following travel expenses for approved travelers.

- Economy class airfare (excluding seat upgrades, early registration/check in, wifi, entertainment, food/beverages, voluntary flight changes, etc.)
- Mileage (using the federal mileage reimbursement rate) for use of a personal vehicle (in lieu of airfare, up to the cost of airfare for the trip)
- Fee for one standard weight checked bag (unless additional bags or heavier bags are required for official WCEA business)
- Airport parking (cheapest option available) or ground transportation to/from the airport
- Standard hotel room (excluding upgrades, early/late checkout, meals, etc.)
- Hotel wifi (cheapest option available if not provided at no charge by hotel)
- Ground transportation (Uber, Lyft, taxi, bus, train, etc.) between the destination airport and hotel (other locations may be approved for official WCEA business)
- Additional fees not specifically listed above, upon approval by majority vote of the Board of Directors

Any person traveling for official WCEA business shall make their own travel arrangements and shall submit their expense receipts to WCEA for reimbursement. While no specific vendors/providers are required, travelers must use good judgement when booking travel arrangements and strive for the lowest cost possible.

WCEA will not provide a per diem or food/beverage expenses.

Any person who is traveling for official WCEA business may elect to stay for additional time at their own expense. Any increased fees for airfare, hotel, etc. will not be paid or reimbursed by WCEA. The Board of Directors must be notified of all extended stays in advance.

Any person traveling for official WCEA business must reimburse WCEA for all expenses paid to them by WCEA if the traveler does not take the trip or if the trip is cancelled for any reason. Reimbursement must be made to WCEA within 30 days of the notice that the trip was cancelled or will not be attended. The traveler must coordinate all rescheduling, cancellation, and/or refunds. WCEA is not responsible



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for any fees not refunded to the traveler. The Board of Directors may waive part or all of this provision by majority vote.

WCEA accepts no liability and travelers agree to hold WCEA harmless for property damage, medical events, injuries, death, etc. while traveling.

This policy is adopted by the WCEA Board of Directors on January 12, 2022 and takes immediate effect.