

SEIU Local 99

Executive Board Policy # EBP-_____

SEIU Local 99 Policy – Employee Travel

Background: As needed, the Local may require or allow employees and other staff to travel for the purpose of attending conferences, meetings, workshops, and other temporary assignments away from their primary job location. Travel should be necessary for the effective operation of programs and services provided by the Local; to meet the objectives of the employee's job assignment; to contribute to professional growth opportunities; and to benefit the Local.

It is the responsibility of the employee to use sound, prudent, and professional judgment when submitting for travel approval. It is also the responsibility of the recommending and approving authority to determine the need, benefit, and appropriate use of employee time and Local funds.

For the purposes of this policy, a conference shall be defined as a formal meeting, workshop, in-service, or convention presented or conducted by a public or private national, state, or regional agency, group, individual expert, or professional organization. In the case of Local 99 employees, such conferences, or meetings are expected to provide necessary information or access to expertise required for the Local to successfully perform its duties and functions, or to contribute to their professional growth and advancement.

Allowable expense reimbursements will consist of actual and necessary expenses incurred by any employee required to attend any activity covered by the definition of conference.

The Local may prepay some expenses such as airline reservations, conference registration, and, on some occasions, cash advances to the person(s) authorized to travel.

Travel: This policy is designed to address the support system of the Local for travel and the need to maintain accurate records on the employees' travel.

1. All travel for Local 99 official business is to be submitted in advance.

Travel submissions shall include:

- Name of employee traveling.
- Purpose of travel (meeting, training, workshop, conference, convention, etc.).
- Name of sponsoring organization and registration form.
- Location of event.
- Inclusive dates of the event.
- Dates of travel (actual departure and return dates).

For the purpose of definition, this policy defines a Local Event as an event occurring within one hundred (100) miles of the Local Union Office. An Away Event is an event in a location that is in excess of one hundred (100) miles from the Local Union Office. Local Event travel shall not require a travel submission and, therefore, not require advanced notice to the Executive Board but must still be reported to the Executive Board in its next regular business meeting following completion of the travel. Local Event travel, however, must be authorized by the Executive Director.

2. Attaching vacations to travel.

Employees, while acting within the course and scope of their jobs, are responsible and accountable for their time and activities when traveling away from the Local. The regulation of the Local [for *leaves of absence*] includes provisions for accounting for any time away from the work site for official business travel. Employees must file for a vacation request when staying at a travel destination outside of the inclusive dates of the event. All expenses incurred for such extended stays are not reimbursable by the Local.

All employee travel will be reported to the Executive Board at its regular business meetings.

Adopted: July 17, 2010

SEIU Local 99 By-Laws: Business Operations