

1. When WFSE Local Unions request that the Council make travel arrangements for their delegates/alternates attending conferences/conventions, the Local Union will pay the Council for the cost of such travel arrangements at the time of ticketing.
2. There will be time frames for making reservations for conferences and conventions. **If the posted deadline has passed the member(s) will be responsible for making / paying for their own arrangements (airline and lodging).** Reimbursement for airline travel will be based on average cost from point to point locations and lodging will be reimbursed at the WFSE/Conference/Convention contracted rate for the event or whichever is less.
3. The deadline will be included in all meeting notices.
4. Travel arrangements will not be made for guests of delegates/alternates attending Convention.

**POLICY FOR TRAVEL/ACCOMMODATION EXPENSES INCURRED BY LOCAL UNION DELEGATES/ALTERNATES ATTENDING CONFERENCES/CONVENTIONS**

The Washington Federation of State Employees will not carry expenses incurred by delegates/alternates from Local Unions who attend conferences/conventions. If a Local Union votes to send delegates/alternates to conventions/conferences, and wishes to have the WFSE make travel arrangements and include those delegates/alternates on the WFSE master account, the local must provide proof of approval of the expenditure (i.e. minutes, prior budget approval, etc.) and the following will occur:

**TRAVEL**

5. When Local Unions request that the WFSE make travel arrangements for Local Union delegates/alternates attending conferences/conventions, the Local Union will pay the WFSE for the cost of such travel arrangements by the time of ticketing.
6. There will be time frames for making reservations for conferences and conventions. **If the deadline has passed the member(s) will be responsible for their own arrangements (airline and lodging).** Reimbursement for airline travel will be based on average cost from point to point locations and lodging will be reimbursed at the WFSE/Conference/Convention contracted rate for the event or whichever is less.
7. The deadline will be included in all meeting notices.

8. Travel arrangements made for guests of delegates/alternates will be paid for by the delegate/alternate at the time the reservation is made.

## **ACCOMMODATIONS**

1. When Local Unions request that their delegates/alternates attending conferences/conventions be included on the WFSE hotel master account that inclusion will be for room and tax only. Incidentals, including phone, meals, movies, etc., will not be paid by the WFSE. Each Local Union delegate/alternate will be responsible for any incidentals charged to the room at the time of check out.
2. When a spouse or significant other of an Executive Board Member accompanies the Board member to Council 28 Convention, the Council will pay the expense of a double room.

If a Local Union's per capita tax for one month is sufficient to cover the above referenced expenses for the Local Union's delegates/alternates, and the WFSE has authorization to deduct said expenses from the per capita, the WFSE will do so.

If a Local Union's per capita tax for one month is not sufficient to cover the above referenced expenses for the Local Union's delegates/alternates, the Local Union will have to pay the WFSE the cost of the above referenced expenses for their delegates/alternates prior to the conference/convention.

If a member(s) registers and reservations are made and the member(s) doesn't attend, the Local will have the cost taken from their per capita.

Adopted by the Council 28 Executive Board – February 27, 2015