

UAW Region 8 Retired Staff and Retired Workers Travel Policy

Effective date: January 1, 2020

- When traveling by air for an approved meeting, airline reservations must be made at least 14 days in advance.
- Proof of ticket cost from the airline 14 days in advance of meeting must be provided for reimbursement. Reimbursement will not exceed the cost of the lowest priced coach round-trip ticket.
- Mileage will only be reimbursed for the round-trip distance between your home address and the location of the meeting, if it is less than the airline ticket. Receipts for the purchase of gasoline to and from the meeting are required.
- Also, if driving, reimbursement will not be paid for hotel, per diem to and from the conference, airport parking, baggage and mileage to and from the airport.
- Per diem paid during meeting will be \$46 with hotel bill and \$20 on return day (only if traveling more than 100 miles one way). Deductions for any provided meals will be \$11 for breakfast, \$12 for lunch, and \$23 for dinner.