

# **Travel/Expense Policy**

**Brotherhood of Locomotive  
Engineers and Trainmen  
Northern Rail Lines  
General Committee of Adjustment**

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## **TRAVEL/EXPENSE POLICY PURPOSE AND ENFORCEMENT**

Pursuant to recommendations received from the National Division in 2008, the GCA has developed a travel/expense policy to provide BLET GCA business travelers with a reasonable level of service and comfort.

The purpose of this document is to ensure that officers and employees have a clear understanding of the policies and procedures for business travel and entertainment expenses incurred on behalf of the BLET CSX NRL:

- The BLET GCA will reimburse NRL GCA officers or employees for all reasonable and necessary expenses while traveling on authorized organization business or while attending local business meetings.
- The BLET GCA assumes no obligation to reimburse officers/employees for expenses that are not in compliance with this policy
- The BLET GCA is responsible for the payment of travel expenses for only its officers and employees. Therefore, if a family member(s) accompanies a GCA officer or employee, the accompanying family member(s) or acquaintance(s) travel expenses are of a personal nature and payment will be the responsibility of the officer or employee. Any questions, concerns or suggestions regarding this travel policy may be directed to the General Chairman.

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## **AIR TRAVEL**

### **Reservation Procedures**

Booking should be made as early as possible to take advantage of advance purchase discounts. Flights may be booked directly on the individual airlines' website, or they may be booked using a travel related website or by using a travel agent. Those who do not travel by air will be reimbursed for the cost of an airline ticket in lieu of air travel.

### **Class of Service**

Officers/Employees are expected to fly in coach. If coach is unavailable, then business class is allowable. Upgrades to first class may be allowed in the following instance with proper authorization:

- No coach or business fare seats are available

If the officer/employee upgrades to first class with proper authorization, the upgrade must be noted in the remarks section of the Expense Report.

Upgrades to first class may be allowed in the following instances with no authorization required:

- At the officer/employee's personal expense or by redeeming personal frequent flyer mileage or personal airline upgrade points

Frequent flyer miles and/or rewards points earned as a result of travel on business can be used by Officers/Employees at their discretion for either business or personal use.

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## **LODGING**

Hotel accommodations should be comfortable but not extravagant. A maximum lodging reimbursement is applicable to all BLET GCA officers/employees when traveling on BLET business. The maximum lodging reimbursement is equal to 150% of the maximum federal lodging allowance as published by the U.S. General Services Administration exclusive of applicable taxes and related fees. Any additional costs for lodging in excess of these amounts, unless approved in advance by the General Chairman, shall be considered personal expense to be paid by the employee.

It is recommended that BLET GCA officers/employees patronize union facilities. If an officer/employee is unable to determine if a hotel/motel is union represented, it is recommended that the officer/employee contact a BLET affiliate or IBT affiliate in the area to determine what union represented hotels/motels are available. It is recognized that when making reservations at union represented hotels/motels, the rate may exceed the maximum lodging allowance computed above. In situations, subject to authorization when making reservations, officers/employees should be sure to ask for the lowest available union/corporate rate. When there are extenuating circumstances that require a higher rate than allowed, authorization must be obtained by the General Chairman.

An exception to the maximum lodging amount can occur when an officer/employee is on special assignment or is directed to attend a meeting or function at a hotel/motel designated by BLET. In those situations, where there is no control over the rate being charged, the actual rate will be paid or reimbursed. Officers/Employees should note this on the Expense Report.

Unless otherwise instructed, all hotel rooms will be guaranteed for late arrival with the officer/employee's direct bill credit card or personal credit card. Hotel expenses should only include room and applicable taxes and be paid using officer/employee's direct bill credit card or personal credit card unless the GCA has pre-arranged the room facility.

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## RENTAL CARS

Rental car costs should be paid using the officer/employee corporate or individual charge card. When officers/employees travel together, or work on the same assignment, whenever possible, only one car should be rented. Rental cars should only be utilized where the officer/employee expects to incur a significant amount of business miles in connection with his or her assignment. As a benchmark, if the officer/employee expects that their daily mileage will not exceed 25 miles, or the weekly mileage total will not exceed 125 miles, it is expected that the officer/employee will utilize public transportation (i.e.; rail/bus or taxi service) where available in lieu of renting a car. It is recognized that exceptions will occur; when it does an explanation should be provided in the remarks section of the Expense Report.

In situations where it is expected that a full tank of gas will be used during the rental period, the fuel service option may be accepted. If it is not expected that a full tank will be used, the fuel service option should be declined and the car should be returned with a full tank of gas. Payment for gas for rental cars may be made through the use of the BLET issued credit card or reimbursement may be requested if a personal card or cash is used.

Traffic violation fines and parking fines while on BLET business will be the responsibility of the officer/employee when using a rental car. Any exception will require approval of the General Chairman.

Officers/employees may book rental cars up to the economy category. Additional upgrades are allowed under the following situations: These conditions must be fully explained and the proper documentation supplied

- when the officer/employee can be upgraded at no more than \$5.00 per day
- when two or more employees or officers are traveling together
- when cars in the authorized category are not available

- when transporting excess baggage

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## **OTHER TRANSPORTATION**

### **Personal Car Usage Guidelines**

Officers/employee may use their personal vehicle for business purposes. Personal vehicles will not be covered by BLET provided insurance. Officers/employees will not be personally covered by BLET provided insurance in regard to third party liability. It will be the responsibility of the officer/employee to carry insurance coverage for their personal vehicles.

### **Reimbursement for Personal Car Usage**

Officers/employees will be reimbursed for business use of personal cars (i.e. driving from home to and from airport/meetings) at the same rate as the standard automobile mileage reimbursement rate set by the IRS per mile. They will not be reimbursed for any repairs to their personal car resulting from business travel. To be reimbursed for use of their personal car for business, travelers must provide on their expense report the date, location and purpose of the trip, mileage log, and receipts for gas, tolls and parking.

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## **TELEPHONE USAGE**

### **Cellular Phone Use**

Full time officers of the GCA and the GCA Secretary Treasurer may be provided with BLET direct bill cellular phone equipment and cellular telephone service. That equipment and service may include PDA type devices such as a Blackberry or Palm. It is expected that BLET provided cell phone will be utilized for all phone service while the above noted officers are conducting business away from their office phone. In the event cellular service is not available while away from the office, Officers/Employees will be reimbursed when using their personal telephone calling cards or home phone for business phone calls, provided an original copy of the phone bill is attached to the expense report, along with a call log explaining the actual business purpose of the calls (Union Business will not be excepted). The GCA instructs all Officers/employees



The limits are specific to the intended meal and may not be combined in any way. If there are circumstances where the maximums are not sufficient for a particular need, the officer/employee must obtain approval to exceed the limitation from the General Chairman. Such approval must state the reasons for exceeding the established maximums. Approval to exceed the business meal dollar limitation must be attached to the Expense Report.

A valid itemized receipt evidencing the actual purchase of each meal claimed for reimbursement must be submitted with the officer/employee's expense report. Whenever feasible, meals should be paid for using the officer/employee's direct bill credit card, or personal credit card.

Tips included on meal receipts will be reimbursed, provided they are no more than 15%-18% of the total bill. Any tips considered excessive will not be reimbursed. As a general rule, travelers should not tip more than they would on a personal trip.

Meals purchased in conjunction with in town and out of town business discussions can qualify for reimbursement if the proper reporting procedures are followed. The broad guidelines reviewed in the previous section should be observed. In addition, the business purpose of the meal along with the name(s) of each individual provided for and their business relationship should be included on the expense report.

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## **PAYMENT METHODS/CREDIT CARD POLICY**

### **BLET Issued Credit Card/Executive Committee**

Each Officer of the GCA Executive Committee (General Chairman, Full Time Vice General Chairmen and Secretary Treasurer) may be issued a BLET direct bill credit card. Once issued, the BLET direct bill credit card must be used to pay for all air travel, lodging, rental car, rail, meals, and miscellaneous travel expenses. The BLET GCA will absorb the annual fee for all BLET issued credit cards. BLET GCA issued credit cards may not be used for personal expenses.

When a credit card is used for payment you must include the original itemized receipt along with the signed credit card bill.

### **Business Use of Personal Charge Card/Executive Committee**

Officers of the GCA Executive Committee may use personal credit cards for business travel only:

- When an officer does not meet the issuance criteria for a BLET direct bill credit card
- At establishments that do not accept the BLET direct bill credit card (a written explanation must be recorded on the expense report form)

When the above conditions are met, Officers of the GCA Executive Committee will be reimbursed for business-related expenses on their personal credit card provided proper documentation is submitted after the personal card statement is received. Executive Committee Officers will not be reimbursed for annual fees on personal charge cards.

### **Business Use of Personal Charge Card/Other than Executive Committee Officers**

GCA Officers, Employees and Members who are not Officers of the GCA Executive Committee will be reimbursed for all approved expenses incurred when instructed by the GCA to work from home or to travel for GCA union business. This will apply provided proper documentation is submitted to the GCA after the personal credit card statement is received. Incurred personal credit card expenses and cash expenses will be reimbursed subject to the approval of the General Chairman.

### **Corporate Card Billing and Payment Responsibility**

Monthly statements for BLET GCA issued credit cards will be direct billed to the GCA Secretary Treasurer who will make remittance to the credit card company. The GCA Secretary Treasurer will forward a copy of the statement to each involved Executive Committee officer and each officer will then reconcile the charges on each monthly credit card statement as part of the filing of the Officers monthly expense report. Any expenses not properly accounted for or in excess will be charged back to the officer or employee or their next pay check from the committee with the approval of the General Chairman. Committee credit cards must not be used for personal expenditures for any reason.

Lost or stolen corporate cards must be reported immediately to the Credit Card issuer and to the GCA Secretary/Treasurer as the unauthorized use of stolen cards is greatest in the first few hours after the theft.

When any Executive Committee Officer leaves the employment of the GCA, all BLET GCA issued credit cards must have a final reconciliation and must then be cancelled.

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## **EXPENSE REPORTING**

All Officers/employees must submit a completed Expense Report to the BLET GCA which records all travel expense for each trip or business meeting, use of a BLET issued credit card or charges for travel arrangements made by any travel service.

All travel and union related business expenses must be authorized by the General Chairman in advance. All supporting documentation must be attached to the Expense Report. A properly completed Expense Report will document the following items:

1. Name and title of traveler.
2. Date of trip(s) or meeting(s)
3. Description of business purpose of all trips or meetings
4. Location(s) of meeting(s)
5. Each expense item should be listed on the Expense Report and included under one of the two headings:
  - a. Reimbursable/Out of Pocket-for which reimbursement is being requested.
    - i. Cash (Tips, Tolls, etc.)
    - ii. Personal credit card was used

- b. BLET credit card or direct bill-BLET will pay directly
  - i. Charges made on the BLET issued credit card.
  - ii. Airfare charged on the BLET issued credit card
  - iii. Hotel charged to BLET issued credit card or direct bill
- 6. Each meal must include the following if a meeting was held during a meal.
  - a. Date.
  - b. Name and address of facility.
  - c. List of participants.
  - d. Business purpose.
  - e. Original itemized receipt
  - f. Each meal must be identified as breakfast, lunch, or dinner, regardless if a meeting was held during the meal.
- 7. Requests for mileage reimbursement must include reimbursable miles, and must be properly documented.
- 8. Airfare must include the original receipt for travel and some other evidence of travel.
- 9. Original hotel receipts must be attached to the expense report.
  - a. Hotel/Lodging bills must be for room charges and taxes only.
- 10. Original itemized receipts that included charges for meals must include:
  - a. Date.
  - b. Business purpose.
  - c. Name and address of facility.
  - d. Identify which meal of the day.
  - e. List of participants (full name and title)
- 11. Rental car receipts must be attached.

Only original receipts will be accepted. Unless there are extenuating circumstances, photocopies and faxes will not be considered as supporting documentation. The BLET GCA will not accept for reimbursement any credit card receipts or other receipts (for hotel, meals, etc.) which have been issued in the name of any person other than the officer/employee, unless an explanation is furnished that the expense was actually incurred by the employee himself, and a reason is provided why the expense was not charged by the employee. The expense report is due and must be submitted no later than 30 days from the end of the month in question and must be approved by the General Chairman.

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## **TRAVEL DAYS**

As a general rule, unless there are multiple meetings on more than one day, or if an employee travels by automobile, officers/employees should have no more than one (1) 'travel in day' for travel to a meeting location, that is, the day immediately before any scheduled meeting or event. And, there should be no more than one (1) 'travel out day' for return travel from a meeting to the officer/employee's home station, that is, the day immediately following the meeting or event. If an Officer/employee 'travels in' to an event one or more days which are before the day preceding a scheduled event or meeting (for example, 'travel in' on a Saturday for a meeting scheduled to begin on the following Monday), the Officer/employee must assume personally the lodging and meal expenses for that additional day or days.

Exceptions must be approved by the General Chairman.

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## **ITEMS OF A PERSONAL NATURE**

The BLET GCA will pay or reimburse its officers/employees for all reasonable business related expenses. Expenses of a personal nature will not be paid or reimbursed. The following are examples (not all inclusive) of non reimbursable personal expenses:

- Travel expenses for any kind of family member or acquaintances
- Room Service (Where there are no eating facilities open, this may apply)
- Meal expenses of family members or acquaintances (unless the meal is part of a Union sponsored event or dinner)

- Incidental items purchased in addition to meals
- Exercise, work-out, health club, spa charges
- In-room movies
- Laundry/dry cleaning charges
- Mini bar charges
- Alcohol/Wine, Beer or Spirits of any kind.
- In-room safe charges for personal items

DISCLAIMER: This document was developed with the intent to mirror what is in place with the National Division. If any language is determined to be in conflict with the National Division Policy in effect, that portion thereof will be modified to the extent that conforms to similar language referenced in the National Division Policy.

This Committee policy is approved and adopted, May 21, 2009, by Officers of NRL GCA of the Brotherhood of Locomotive Engineers and Trainmen. This policy may be updated as found necessary, by the signatories below and/or by a majority of the entire NRL GCA Executive or by the Committee Delegates while in session.

Rick Finamore  
General Chairman

Dan Knorek  
1<sup>st</sup> Vice General Chairman

William P. Lyons  
2<sup>nd</sup> Vice General Chairman

David Welter  
ST GCA

July 23, 2009  
Date: Signed by Officers

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Rick Furumore  
General Chairman

Walter [Signature]  
1<sup>st</sup> Vice General Chairman

[Signature]  
2<sup>nd</sup> Vice General Chairman

S. D. Wetters  
ST GCA

July 23, 2009  
Date