

## **Constitutional Change**

### **Section 1 Introduction**

It is the policy of the American Postal Workers Union Providence Rhode Island Area Local 387 that, all trips i.e. Conventions, Craft Conferences, Training, and Business trips must be authorized in advance by the Membership at a membership meeting. In a case that a business trip comes up on short notice the trip must be approved by the executive board and reported out at the next membership meeting. Travel expenses will be paid only for approved trips. The Providence Rhode Island Area Local 387 will only pay for travel for the business of the Providence Rhode Island Area Local 387.

The President of the Local will designate who will be attending any approved travel with the exception in the Constitution and Bylaws Article 6 Conventions.

### **Section 2 Travel Arrangements**

The Secretary-Treasurer of this Local will make all travel arrangements for all approved travel for the Providence Rhode Island Area Local 387. The Secretary- Treasurer can enlist assistance in making travel arrangements for approved travel.

The Secretary-Treasurer authorizes travel, taking time into consideration, the most economical and reasonable form of transportation is to be utilized. The Secretary – Treasurer will perform a cost analysis to decide what form of transportation will be used. Once the Secretary- Treasurer has made determination of what form of travel is to be used, that is what the approved travel will be. When the Secretary-Treasurer is making the determination between Air or Car travel, they will impose a 12 hour maximum driving time limit on a one way trip as the maximum time for car travel. The driving limit includes; driving, meal stops, stops for fuel, and rest breaks.

If the Secretary- Treasurer determines air travel is the form of travel to be used then the APWU Providence Rhode Island Area Local 387 will pay for the round trip air travel and baggage fees if they apply. If one or more of the approved travelers wants to use another form of travel; i.e. drive instead of flying the travelers will be given the cost of the airline ticket and baggage fees if they apply. Any cost over the airline ticket and baggage fees if they apply, will be the responsibility of the traveler.

The Providence Rhode Island Area Local 387 will pay for parking fees for approved travelers for the duration of the trip at airport of departure.

The Providence Rhode Island Area Local 387 will pay necessary expenses for transportation to and from airport /hotel.

If the Secretary- Treasurer determines driving is the form of travel to be used the Providence Rhode Island Area Local 387 will pay for rental vehicles, fuel, and tolls for the approved travel. The Secretary- Treasurer will determine how many vehicles will be necessary for the travel. If more than one rental car is needed, and one or more of the Providence Rhode Island Area Local 387 credit card holders are not traveling. The Secretary-Treasurer will ask one of the approved travelers if they would secure the rental car on their personal credit card. The traveler who uses their personal credit card for the business of the Providence Rhode Island Area Local 387 will be reimbursed in full for all approved transportation expenses incurred. Receipts must be provided for rental car, fuel, and tolls for you to be reimbursed.

Travel including transportation, hotel accommodations, and rental cars if needed that is secured and approved will be paid for by Providence Rhode Island Area Local 387.

### **Section 3 Lodging**

The Providence Rhode Island Area Local 387 will pay for hotel accommodations for the approved travel. If the hotel requires a deposit for incidental charges to your room; i.e. movie rentals and incidentals, the traveler will be responsible for the deposit. The Providence Rhode Island Area local 387 will not reimburse for any pay TV services or movies or incidentals.

Upon the return of your travel each traveler must obtain a copy of the hotel folio, and will provide the Secretary- Treasurer a copy of your hotel folio with a zero balance.

### **Section 4 Meals**

The Providence Rhode Island Area Local 387 will provide Per Diem for the time frame of your travel. Per Diem will be paid based on the city of destination per diem rate found in GSA. On travel days the Providence Rhode Island Area local 387 will pay per diem at the rate of 75% of the city of destination. Your total per diem allowance is determined by the number of hotel nights plus 75% travel days.

### **Section 5 Compensation**

The Providence Rhode Island Area local 387 will pay lost time for all approved travelers at the approved traveler's base rate of pay at no loss no gain. Example; While on authorized Providence Rhode Island Area Local 387 business, you will be paid for all hours worked, up to EIGHT HOURS (8) PER DAY, to a maximum of FIVE (5) DAYS IN A ROW (OR 40 hours per week). Furthermore, no more than five (5) consecutive days in a seven (7) day period will be paid. You will not be paid for non-scheduled days off.

### **Section 6 Reimbursement for Lost Annual and Sick Leave**

The Providence Rhode Island Area Local 387 will reimburse its employees for lost annual and sick leave once that employee reaches 80 hours of LWOP for approved business of the Providence Rhode Island Area Local 387. The employee must provide the Secretary- Treasurer

copies of the USPS Employees Everything Report to show that 80 hours of LWOP has been used for Local 387 Union business. The employee will be paid at no loss no gain i.e. employee will be paid at their current base hourly rate.

### **Section 7 Local Travel**

The Providence Rhode Island Area Local 387 will pay mileage for use of your personal vehicle for the business of this local. Mileage will be paid using the formula from the National's Travel Policy. The maximum mileage that the Providence Rhode Island Area 387 will pay for local travel is 150 miles per trip. Any travel outside of the offices that the Providence Rhode Island Area 387 represents, the Secretary- Treasurer will determine whether personal vehicle or rental vehicle will be used. If travel is outside the maximum 150 miles per trip the traveler must get preapproval from the Secretary- Treasurer for mileage over the maximum of 150 per trip for the mileage to be paid on your personal vehicle.

Mileage expenses submitted from your home to your first assignment location are considered non-reimbursable personal commuting expenses, no matter what the distance is between your home and your assignment. However, mileage is reimbursable when you travel from your primary assignment (e.g. the Post Office where you work) to your secondary assignment (e.g. to Union hall, another post office that is part of this local, or any other destination that is required for the business of this local).

When you put in for reimbursement the following needs to be attached;

1. Copy of map quest, Google maps, or some similar direction tool.
2. Reason for travel.