

AFT Local 1839
Convention and Conference Travel Policy

SELECTION REPRESENTATIVES:

1. AFT National Convention - Local delegates will be elected in the spring before the convention as required by law.
2. AFT Higher Education Conference and other Conferences and Conventions - When possible a maximum of eight delegates will be elected during three regular spring elections. If this is not possible, delegates shall be appointed by the President. An important criterion shall be service to the local.

EXPENSES:

1. Transportation:

- a. Delegates shall try to get the lowest possible airfare. In any case tickets must be coach class or equivalent.
- b. Airport transportation can be taxi, car service, shuttle, or own auto (auto expenses at NJ state rate plus tolls and parking). Car-pooling and taxi sharing are encouraged. If a car is rented at the destination, reimbursement shall be the same as round trip taxi fare from the airport to the hotel.
- c. For meetings that can be reached by auto, delegates should try to rent a van or car pool as much as possible. Car expenses shall be reimbursed at the NJ state rate plus tolls and parking. If a car or van is rented and shared, the cost (rental, insurance, gas, tolls, parking) shall be reimbursed.

2. Hotels:

- a. Whenever possible, hotel rooms should be shared by same sex pairs, couples, or spouses. However, a delegate may request a solo room if they wish to.
- b. Delegates are entitled to stay at the official convention or conference hotel.
- c. If a delegate elects to stay at another hotel they will be reimbursed at one-half of the official hotel room rate.
- d. Hotel reimbursement is only for the scheduled time of the convention. It may be necessary to stay an extra night if sessions begin early in the morning or end in the evening.

3. Meals:

- a. The meal reimbursement will be \$50 or at the NJCU rate (whichever is greater) without the necessity of receipts.
- b. For meals that are part of the convention and charged extra (example the Higher Education breakfast at AFT national), the delegates shall be reimbursed (with receipt) without any deduction from the per diem (same policy as NJCU).

4. Registration:

- a. Registration costs shall be reimbursed.