

## NEA UniSERV PROGRAM

### Expense Reimbursement Policy for UniServ Trainings

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Effective January 1, 2023, NEA is using the following process to pay for the costs incurred by affiliate UniServ staff attending NEA UniServ training programs, and by managers attending the NEA National UniServ Managers Conference:

1. Participants no longer submit travel expense forms to NEA for travel, meals and incidental expenses.
2. Airfare and hotel costs continue to be direct billed to NEA. [Air travel must be booked through NEA's travel agency – FCM).
3. Stipend payments will be issued to the state or local employing affiliate for reimbursable expenses – with clear indication of the purpose of the payment (participant, dates, and event) – following the training.
4. The stipend amount is calculated as follows:
  - a. As for all NEA-funded travel, we use a daily per diem amount for meals and incidentals based on the federal government's GSA/CONUS per diem rates for the location where the event is held. To see the GSA/CONUS per diem rates, you can go to: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
  - b. The total per diem amount is based on the location, the number of days, and is reduced to account for meals provided by the NEA. In accord with *NEA Travel Policies*, the first and last days (travel days) are paid at 75%. All other days are paid at 100% (less the amounts for provided meals).
  - c. The stipend amount includes an estimated payment for baggage fees (\$30 each way).
  - d. The stipend amount includes an estimated payment of \$78 to account for travel to/from airports. This amount was calculated based on a scan of past vouchers to determine an average amount.
5. Training participants will use their regular affiliate expense reimbursement process to submit for reimbursement from their employer.
6. This policy does not apply to UniServ Director travel to other NEA sponsored convenings.
7. UniServ staff who are close enough to be able to drive to a training may still request to do so. If a participant wants to drive in lieu of flying, they should fill out our *Cost Comparison Sheet*, get a quote from FCM and submit to NEA in advance for approval. Approval will generally be granted if the costs to drive are less than or comparable to air travel, and the affiliate affirms our liability waiver. These actual costs will be included in the stipend payment to the state or local employing affiliate at conclusion of the event.