

6. Expense Reimbursement:

- A. Officers and board members shall be entitled to reimbursement of expenses incurred to attend meetings of the Board, the annual KEA convention, expenses incurred when on official KEA business and other expenses approved by the Board of Directors.

- B. All expenses for which reimbursement is requested shall be itemized on a daily basis with a specific statement of the purpose for which the expense was incurred and with required receipts attached. Itemized original receipts are required for all expenses. Copies of receipts will be accepted with the approval of the authorizing manager or officer. Expense voucher(s) shall be submitted no later than 60 calendar days after the expenses were incurred. Vouchers submitted after 60 calendar days will not be paid.

- C. The following guidelines for reimbursement of expenses shall apply to non-bargaining unit staff, governance or members carrying out KEA business. When no provision of the KEA/KEASO Professional Negotiation Agreement controls, the following policies shall also apply to bargaining unit staff:
 - 1. Lodging
 - a. Reimbursement: Lodging shall be reimbursed at reasonable, actual expense for room and tax; an original receipt is required. No reimbursement shall be made for expense incurred by or on behalf of other persons. For direct-billed lodging charges, travelers must pay for any nights not authorized for payment as well as any incidental charges incurred for movies, bar tabs, etc., when checking out. On the voucher for direct-billed hotel charges, write "Direct-billed" on the line where the hotel cost would otherwise have been listed.
 - b. Availability: The general rule is that KEA does not reserve or pay for hotel rooms for members or staff who live less than 1 hour away from the meeting site. As an example, members and staff who live in Louisville and Lexington will not have hotel rooms reserved for them at KEA expense when they attend a KEA function in Frankfort. However, the following exceptions apply:
 - 1. If the meeting is a "drive in" that occurs during the day, KEA will not reserve rooms for members or staff who live less than 2 hours away. "Drive in" meetings usually occur on a Saturday and begin at 10:00 a.m. or after and will conclude by 7:00 p.m. the same day, at the latest.
 - 2. If the scheduled meeting won't be over until 7:00 p.m. or later, any member or staff person invited to the meeting who wants a room may have one.
 - 3. Generally, members or staff should not have to leave home before 8:00 a.m. local time to arrive at a scheduled KEA meeting and should not have to return home after 9:00 p.m. local time from a scheduled meeting.

- c. Liability for unused reservations: Should an individual fail to cancel any reservations placed by KEA at their request, the cost incurred shall be the responsibility of the individual. Reimbursement for the cost of unused reservations will be billed to the individual or will be withheld from the next available reimbursement requested by the individual.
- d. Gratuities for housekeeping and porters:
 - 1. Gratuity for hotel housekeeping is limited to \$3 per day; no receipt is required.
 - 2. Gratuity for porters/bellmen is limited to \$1 per bag or box; no receipt is required.