

## ARTICLE IV - SUPPLEMENTAL BENEFITS AND HOLIDAYS

### F. TRAVEL EXPENSES

Subject to the following provisions, all members of the bargaining unit shall be compensated for travel expenses for which prior authorization has been given by the President:

1. For expenses incurred for travel that is required in the discharge of the prescribed duties of a member of the bargaining unit and that is authorized as such by the President, a member of the bargaining unit shall be reimbursed as follows:
  - a. Whenever use of a bargaining unit member's private car is necessary and has been so authorized, the IRS mileage rate as it is from time to time and the costs of parking and tolls shall be allowed.
  - b. Whenever use of any other mode of transportation is necessary and has been so authorized, the cost of all fares shall be allowed.
  - c. Transportation between a bargaining unit member's home and the University shall not be reimbursable.
  - d. Reasonable charges for hotel rooms shall be reimbursable. Receipted bills shall be submitted for such charges.
  - e. Reasonable tips, including those for meals, shall be reimbursable.
  - f. Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler, such as, by way of example, valet service, entertainment and laundry service.
  - g. Members of the bargaining unit shall be reimbursed for meals when on full travel status, which is defined as being temporarily absent from their home on assignment to duty for more than twenty-four (24) hours.
  - h. Such reimbursement shall be allowed for actual meal expenses incurred, including tips, shall be based on the current U.S. General Services Administration's rates based on location of travel, including Breakfast, Lunch, and Supper. For travel outside of the United States, the location of travel used shall be based on the US General Service Administration's meals rate for Boston. ~~not to exceed the following amounts unless higher amounts shall have been approved by the Commonwealth.~~
  - i. ~~Breakfast~~ \$7.50<sup>+</sup>  
~~Lunch (midday meal)~~ \$12.50<sup>+</sup>  
~~Supper (evening meal)~~ \$20.00<sup>+</sup>

~~provided that the maximum prescribed herein for lunch and supper may be reversed at the option of the person when he/she is entitled to both meals in one (1) day. These rates shall apply to the European Plan only.~~

- j. For travel status of twenty-four (24) hours or more, the following are the allowances on the first day: when travel status begins before 6:00 a.m., the member of the bargaining unit shall be entitled to breakfast, midday and evening meals. When the travel status begins between 6:00 a.m. and noon, the member of the bargaining unit shall be entitled to the midday and evening meals. When travel status begins between noon and 6:00 p.m., the member of the bargaining unit shall be entitled to the evening meal.
- k. When travel status of a twenty-four (24) hour period or more ends between 6:00 a.m. and noon, the member of the bargaining unit shall be entitled to breakfast. For travel ending between noon and 6:00 p.m., breakfast and the midday meal shall be allowed. For travel ending after 6:00 p.m., breakfast and the midday and evening meals shall be allowed.
- l. Breakfast at the beginning and the evening meal at the end of full travel status shall not be allowed unless the claim is accompanied by a statement of the necessity for early departure or later return.
- m. For travel of one (1) day's duration starting before 6:45 a.m. the member of the bargaining unit shall be entitled to the breakfast allowance. In no event shall the midday meal be allowed for travel of less than twenty-four (24) hours' duration. In the case of the breakfast allowance, every claim for reimbursement must state the time of departure; in the case of the evening meal allowance, every claim for reimbursement must state the time of arrival home. Such claim must also state the necessity for early departure or late return.

Every claim for reimbursement made pursuant to the provisions of subsection 1 shall be made on such form and, subject to the foregoing provisions, in such manner as may from time to time be approved by the President.

- 2. In order to facilitate and encourage participation by members of the bargaining unit in professional conferences, meetings and other activities related to the performance and development of their role as professional academics, the President may, in accordance with past practice but only insofar as it is possible and feasible so to do, approve the request of a member of the bargaining unit to pay, in whole or in part, such travel expenses as shall have been incurred by such member of the bargaining unit for the foregoing purpose, but only the following such expenses:
  - a. whenever a bargaining unit member's private car shall have been used, the IRS mileage rate as it is from time to time;
  - b. whenever any other mode of transportation shall have been used, the cost of fares;
  - c. reasonable charges for hotel rooms, receipted bills in respect of such charges having been submitted;
  - d. reasonable tips other than those for meals; and

- e. actual meal expenses incurred, including tips; provided, however, that any reimbursement that may be so paid shall not exceed the following amounts unless higher amounts shall have been approved by the Commonwealth:

Breakfast	\$7.50
Lunch (midday meal)	\$12.50
Supper (evening meal)	\$20.00

Every request for reimbursement made pursuant to the provision of subsection 2 shall be made on such form and, subject to the foregoing provision, in such manner as may be from time to time approved by the President.

The President shall, at his/her sole discretion, determine whether and in what amount any moneys shall be paid to any member of the bargaining unit as reimbursement for travel expenses pursuant to the provisions of this subsection 2.

Nothing in this subsection 2 shall be deemed to derogate from the right of any President to allocate travel moneys to departments or program areas within a University in such manner and subject to such criteria as the President may deem appropriate.

3. Nothing in the foregoing provisions of this Section F shall be deemed to be of application to any member of the bargaining unit in respect of any period spent on board the Training Ship or any other vessel owned or operated by the Massachusetts Maritime Academy, irrespective of whether such ship or vessel is on Sea Term status; provided, however, that the foregoing provisions of Section F shall be of application, in accordance with such provisions, to travel expenses incurred by a member of the bargaining unit while serving aboard such ship or vessel, when such ship or vessel is on Sea Term status or shipyard status if such expenses are incurred while away from such ship or vessel.