

**ASSOCIATION OF FLIGHT ATTENDANTS-CWA, AFL-CIO**  
**FORTY NINTH BOARD OF DIRECTORS MEETING**  
**MAY 13-15, 2022**  
**LAS VEGAS NEVADA**

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**SUBJECT:** Allowable Expenses (Section IV.A.1)

**STATEMENT OF QUESTION:** Should Sections IV.A.1. be amended to provide a modest increase in Expense Reimbursements ?

**SOURCE AND DATE SUBMITTED:** Strategic Planning Committee (SPC), April 13, 2022

**BACKGROUND INFORMATION:**

The primary intent of this agenda item is to provide a modest increase to the maximum amounts of allowable meal expenses. Additional intents are to simplify the constitutional language and to align it with existing practice. Finally, this will update the IRS mileage rate to the 2022 amount.

The allowable meal expense amount has not increased since 2008.

Currently, maximum meal expenses include Breakfast (\$10.00), Lunch (\$15.00), Dinner (\$23.00), and a tip not to exceed 20%. These provisions (Sections IV.A.1.b & f) result in a maximum of \$57.60. (The updated equivalents could be \$12.00(B) + \$17.00(L) + \$25.17(D) + \$10.83(T) = \$65.00.)

This agenda item proposes to increase this total from \$57.60 to \$65.00. Additionally, this agenda item simplifies by converting from the three separate meals and a tip to a single daily maximum amount.

This agenda item also aligns this provision with current practices. For example, while some individuals enter four amounts for meals on a given day (B/L/D/tip), many others currently claim a single amount up to the \$57.60 maximum. Also, many LEC's and MEC's choose to provide reimbursements at amounts less than the allowable maximums, so this agenda item specifies this option as well.

This agenda item will help those LEC's and MEC's that face higher costs, and would still allow others to use lower limits if so desired.

Additionally, this change will narrow the gap between the AFA rates and the higher IRS allowable rates. It was also advised that care should be used in explaining the change. Although the change results in a net increase, there is both an increase and a decrease involved.

**PROPOSED RESOLUTION:**

WHEREAS, allowable meal expenses have not been increased since 2008; and,

WHEREAS, these modest increases will add flexibility to assist those who travel to high cost areas and also codify that LEC's and MEC's can set specific amounts below these maximums;

THEREFORE BE IT RESOLVED, the AFA-CWA Policy Manual Section IV.A.1. should be amended as follows:

A. Allowable Expenses

1. Allowable Expenses When Properly Substantiated

- a. The most economical transportation should be used while on Union business. Rental cars may be used with approval of the appropriate Local Council President or Master Executive Council President. Taxi fares in excess of five dollars (\$5.00) must be accompanied by a receipt.
- b. Automobile expenses will be allowed at the current maximum IRS rate per mile. For **2022** that rate is **\$0.585** per mile.
- c. Allowable meal expenses for all locations are as follows: breakfast up to ~~ten~~ **fifteen** dollars (~~\$10.00~~) **(\$15.00)**; lunch up to ~~fifteen~~ **twenty** dollars (~~\$15.00~~) **(\$20.00)**; dinner up to ~~twenty-three~~ **thirty** dollars (~~\$23.00~~) **(\$30.00)** **for costs incurred, up to a maximum of \$65.00 per day, inclusive of tipping. When a meal is provided to an individual, the allowable reimbursement should be reduced accordingly.**
- d. Reasonable and adequate hotel accommodations, in the form of single rooms, will be provided, unless otherwise specified. If price, availability, location and amenities are comparable, preferred lodging is at a union hotel.
- e. Reasonable telephone and telegraph expenses, installation charges, necessary to conduct Union business.
- f. Reasonable expenses, such as tipping (not to exceed 20%) and laundry expenses for meetings of five (5) days duration or more.
- g. Reasonable expenses for porter tipping.
- h. Allowable expenses up to ten dollars (\$10.00) per hour for child care with receipt and approval of Local Council or Master Executive Council President.
- i. While the above sections identify maximum allowable expenses, individual LEC's or MEC's may establish local policies to pay lesser amounts.**