

Financial Policies for North St. Paul-Maplewood-Oakdale Education Association

100 POLICY: PAYMENT OF DUES

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that to maintain membership in good standing, the following payment of dues shall be in effect:

Option 1: Payment of dues through payroll deduction.

Option 2: Payment of dues in cash in full prior to October 20th.

105 ^{POLICY} : ANNUAL LOCAL DUES

Annual local dues will be ***.55 percent of Lane BA and Step 0.

120 POLICY: DEPOSITS

All Association deposits will be made by the secretary of the Association. In the absence of the secretary the vice president or president may make deposits. The Treasurer will reconcile and manage all accounts.

130 POLICY: SIGNATURES ON CHECKS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that both the Treasurer and President shall sign checks. In the absence of the Treasurer or President, the Vice President can be the second signer.

140 POLICY: INVESTMENTS

Investments shall be administered as per the Statement of Investment Policy, Objectives and Guidelines.

150 POLICY: EXPENSE REIMBURSEMENT AND PAYMENT OF BILLS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that the Treasurer be authorized to pay all bills upon receipt of an Expense Reimbursement Request Form (with all receipts attached) that is properly completed and signed by the member. If a receipt is lost, an explanation must be provided on the Expense Reimbursement Request Form. Expense reimbursement beyond these policies must have approval from 2 of the following 3 officers: President, Vice President or Treasurer. The Association will not advance members money unless approved by the Executive Board.

160 POLICY: ATTENDANCE AT APPROVED MEA/NEA REPRESENTATIVE ASSEMBLIES AND OTHER CONFERENCES AND WORKSHOPS

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association that members must submit a completed Expense Reimbursement Request Form, accompanied by receipts for expenses which follow the guidelines below. No reimbursements will be made without receipts. When possible, the Treasurer will pay in advance members' registration fees and pre-booked travel, such as airline tickets and hotel deposits, upon submission of receipt or booking confirmation email. Amounts beyond advances will be reimbursed upon submission and approval of receipts by the Treasurer. Rates for stipends will be based upon ongoing rates established by the executive board. The rate is set at \$75.00.

The IRS and NSPMOEA's auditors require that receipts must be submitted to account for the travel funding NSPMOEA provides. Attendees attending a conference must provide itemized receipts and a completed Expense Form. No reimbursements will be made without original receipts.

Following are the established guidelines for claims that may be submitted on the Expense Form:

Transportation	<ul style="list-style-type: none">● Airfare, car mileage, tolls, parking, taxi, Uber, etc...● Air Transportation: Only economy/coach air can be claimed.<ul style="list-style-type: none">○ When purchasing a flight, preference and due diligence should be given to finding the lowest airfare flying out of MSP (with exception to red-eye flights, unless preferred).○ Baggage: If not complementary with the airline, one paid bag will be provided with the original purchase of ticket. Any additional bags or purchases after the original purchase will be paid by the conference attendee.○ Any upgrades, changes to the original confirmation, or paid seat selections will be paid by the conference attendee.○ Advance reimbursement for the flight can be provided before the conference start date, upon receipt of purchase.● If a conference is local, the current IRS mileage rate when using your personal vehicle will be used from your home address. Original receipts are required for any parking expenses.● If a conference is regional, the lower of the costs will be reimbursed (airfare vs mileage).● Rental car fees are not reimbursable unless approved by NSPMOEA in advance.● Transportation to/from airport: Preference should be
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	<p>given to finding the lowest fare option.</p> <ul style="list-style-type: none"> ○ Basic/economy rideshares will be reimbursed to/from your home address and airport and to/from airport and hotel. ○ If getting dropped off at the airport using a personal vehicle, the current IRS mileage rate will be used from your home address. ○ Any extra mileage or rideshare upgrades will be paid by the conference attendee. <ul style="list-style-type: none"> ● Airport parking: <ul style="list-style-type: none"> ○ If driving to the airport using a personal vehicle, the current IRS mileage rate will be used from your home address. ○ If opting to park at the MSP airport, the Quick Ride Ramp (least expensive lot) will be reimbursed. ○ Any upgrades will be paid by the conference attendee.
Lodging	<ul style="list-style-type: none"> ● Lodging dates should not exceed checking-in the day before the conference start date and checking-out the day after the conference end date. ● Advance reimbursement for the hotel can be provided before the conference start date, upon receipt of booking confirmation email. ● After the conference, include original hotel receipt with daily charges showing daily expenses and total. ● Any hotel upgrades, add-ons, fees, or early/late check-in/out charges will be paid by the conference attendee, unless it results in overall cost-savings.
Meals	<ul style="list-style-type: none"> ● Meal reimbursement rates are based on the federal M&IE rates, subject to the USGSA website for the conference

	<p>location. Meal tax and gratuities are included in the meal amounts.</p> <ul style="list-style-type: none"> ● Original, itemized receipts must be provided for reimbursement. <ul style="list-style-type: none"> ○ Your server or meal delivery service will typically present you with a bill for the meal which includes a list of the items you ordered and the price for each. Retain that receipt. ○ If paying by credit card, you will also receive a copy of the credit card transaction/payment receipt (the slip on which you can leave a tip for the server). The credit card receipt is <i>not</i> sufficient to submit as your meal receipt since it does not itemize what was ordered. ○ You may include both receipts, but the ITEMIZED receipt is required (simply write on it the tip amount and total amount for meal + tip). ● Cannot claim reimbursement when meals are provided, either by hotel and/or conference. <ul style="list-style-type: none"> ○ For example, at the NEA convention, Education Minnesota currently provides breakfast on five days, so attendees may claim the USGSA amount for lunch + dinner on those five days. ○ Additional examples: If a hotel provides a continental breakfast, breakfast would not be covered, or if a conference provides a boxed lunch, lunch would not be covered. ● On the first and last day of travel, meals will be covered within your travel time. <ul style="list-style-type: none"> ○ On the initial departing day, meals will be covered <i>after</i> your flight. For example, a 6:00 AM departure would have all meals covered, and a 5:00 PM
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	<p>departure would have dinner covered.</p> <ul style="list-style-type: none"> ○ On the return date, meals will be covered <i>before</i> your flight. For example, a 6:00 AM departure would have breakfast covered, and a 5:00 PM departure would have all meals covered. <ul style="list-style-type: none"> ● Per the USGSA: Daily meal reimbursement rates do not carry-over, and expenses may not be "mixed and matched" from day to day. <ul style="list-style-type: none"> ○ Each day is treated separately regarding the maximum allowable meal amounts. For example, if meals are underspent on one day, the "extra" does not carry over to a subsequent day. ○ Each day is calculated individually where the total of all daily meals is considered rather than the individual lunch/dinner amounts. For example, lunch and dinner amounts are combined for a daily total with one lunch receipt and one dinner receipt being reimbursed.
Miscellaneous	<ul style="list-style-type: none"> ● The funding is intended only to cover actual travel/living expenses, to include transportation, lodging, and meals, and attendees may not keep any excess funds. ● Funding is not to be used for the purchase of convention souvenirs, donations, non-affiliated entertainment, social functions, alcoholic beverages, events, educational programs, additional snacks/beverages, or anything other than your travel/living expenses. Such other expenses should <i>not</i> be recorded on the Expense Form. ● If there is an affiliated event, it would count towards your meal expenses for the day. (i.e. At NEA, Education Minnesota hosts "EdMN Night Out" with a fee for an event and a meal; this cost would go towards your meal

	<p>expense for the day. Submit your receipt from Education Minnesota for the event.)</p> <ul style="list-style-type: none"> ● If there is an extenuating circumstance, a cost-analysis should be conducted to see the best way to proceed. For example, if a conference is cancelled midway through the week, a cost-analysis should be conducted to see if it's more cost-effective to change the flight and cancel subsequent hotel dates vs stay for the remainder of the time. ● Conference attendees should always keep in mind that their travel is being funded with NSPMOEA union dues. ● SAVE ALL RECEIPTS! Itemized receipts are required for reimbursement.
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170 POLICY: MILEAGE RATE

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association to set the mileage rate at the current IRS rate.

180 POLICY: REQUESTS FOR USE OF ASSOCIATION LEAVE

It shall be the policy of the North St. Paul-Maplewood-Oakdale Education Association to pre-approve all association leaves. All requests for Association leaves must have the approval of the President.