

Caucus Travel Policy

APEA/AFT pays for the following members to attend Caucus:

- All APEA/AFT Board of Directors Primary & Alternate Members
- All EPIC Board Primary & Alternate Members
- One Delegate (If required to insure every Local has representation at Caucus)
- All Constitution Committee Members
- All Credential Committee Members
- All APEA/AFT Staff

APEA/AFT Board of Directors Primary & Alternate Members, EPIC Board Primary & Alternate Members and APEA/AFT Staff

TRANSPORTATION

- Coach Tickets are purchased by APEA/AFT for the APEA/AFT Board of Directors primary members and for APEA/AFT Staff.
- If available, Mileage tickets will be used for APEA/AFT Board of Directors alternates and EPIC Board primary and alternate members. If mileage tickets are not available, EPIC is responsible for the cost.
- APEA/AFT Board of Directors primary members and APEA/AFT Staff who drive to Caucus may apply for mileage reimbursement. Note: APEA/AFT will pay for the actual mileage or the cost of an airline ticket, whichever is less. Please contact your local APEA office to confirm your transportation plans.

HOTEL

- If desired, rooms will be provided for Caucus Committee members, ranking delegates and staff that live in Anchorage.

MEALS

- Meal allowances and/or meals will be provided for folks from outside Anchorage.

PARKING

- Parking Passes will be provided.

Constitution or Credential Committee Members

TRANSPORTATION

- If the committee member is primary member of the APEA/AFT Board of Directors, Coach Tickets are purchases by APEA/AFT.
- If the committee member is not a primary member of the APEA/AFT Board of Directors, Mileage Tickets are used if available; if not then Coach Tickets will be used.

Caucus Travel Policy

- Committee primary member of the APEA/AFT Board of Directors who drive to Caucus may apply for mileage reimbursement. Note: APEA/AFT will pay for the actual mileage or the cost of an airline ticket, whichever is less. Please contact your local APEA office to confirm your transportation plans.

HOTEL

- Rooms will be provided.

MEALS

- Meal allowances may be provided for members from outside Anchorage. Note: If Caucus provides for all the meals, then the meal allowance will not be issued.
- Meal allowances are not mandatory or automatic and must be requested.
- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided.

Delegates

TRANSPORTATION

- None as Locals are required to cover the cost of their delegates travel.
- A scholarship (up to \$500) may be provided to Locals that lack funds. Request must be pre-approved by the Caucus Committee Chair.

HOTEL

- Rooms will be provided to one delegate per local (usually the president of the Local) if they live outside of Anchorage (or location of Caucus).

MEALS

- Meal allowances may be provided for folks from outside Anchorage.
- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided.

Non-Delegates

TRANSPORTATION

- N/A

HOTEL

- N/A

MEALS

- Some meals are included with participation at Caucus.

Caucus Travel Policy

PARKING

- N/A

Guest Speakers (Not AFT)

TRANSPORTATION

- Coach or mileage tickets will be purchased for Guest Speakers who live outside of Anchorage.

HOTEL

- Rooms will be provided.

MEALS

- Some meals are included with participation at Caucus.

PARKING

- N/A

AFT

TRANSPORTATION

- AFT normally covers their own transportation cost. If they are requesting APEA/AFT to cover the cost, please seek prior approval from the APEA/AFT Business Manager and/or the Caucus Committee Chair.

HOTEL

- Rooms will be provided.

MEALS

- Some meals are included with participation at Caucus.

PARKING

- Parking Passes will be provided if applicable.

Exceptions

SPECIAL REQUESTS

- All special requests must have prior approval from the APEA/AFT Business Manager and/or the APEA/AFT President and/or the Caucus Committee Chair.

TRAVEL / HOTEL DEVIATIONS

- All travel & hotel deviation requests must have prior approval from the APEA/AFT Business Manager.

SCHOLARSHIPS

- All scholarship requests must have prior approval from the Caucus Committee Chair.