



United Postmasters and Managers of America

Wisconsin Chapter Travel Orders 2026-2027

President
Lisa Wojnarowski

Secretary Treasurer
Pauline Calamatteo

Executive VP
Anne Marcus-Casey

Editor
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State Convention

*Hotel, Mileage and Registration will be paid for the President, Secretary/Treasurer Editor and Convention Chair and Convention Chair's Spouse.

*Mileage for Vice Presidents, Scholarship Chair, CMR's, Retiree President and Parliamentarian.

Central Area Meeting

Travel expenses and registration will be paid for the current and incoming President, WI Executive Board Members and CMR's selected by the President. Registration will be refunded along with a WI Chapter meal provided for all other WI Chapter active members that attend.

National Convention

*Up to \$1,200 travel expenses/registration for the current and incoming President, Secretary/Treasurer, Editor, Retiree President, current and incoming Vice Presidents, current and incoming CMR's and WI Chapter Members that are National Convention presenters.

*Up to \$1,000 travel/registration stipend for active members approved by the President

Legislative Summit

*Up to \$1,000 travel expenses/registration for current and incoming President, VP of Legislation, Secretary/Treasurer, Editor and Retiree President.

*Up to \$750 travel/registration stipend for members appointed by the President to represent their legislative district.

CMR Training/Travel

*Travel expenses and registration for all current and incoming CMR's for National training.

*Active CMR's must submit mileage for representation through eTravel to the member's office.

Membership Academy

Travel and registration for current and incoming President, Executive VP and members appointed by the President.

Local Travel

All local travel for required UPMA or legislative/political events/meetings must be approved by the President

Travel Details

*All UPMA attendees should make their own reservations for travel, lodging and UPMA registration (unless arranged by the WI Chapter). Hotel rates will not exceed the UPMA rate given by the hotel.

*Members should share rooms wherever possible to keep travel expenses at a minimum.

*The rate of per diem is only for overnight travel \$45: \$10 breakfast, \$15 lunch, \$20 dinner, when meals are not provided.

*Registrations will be reimbursed at the early registration rate.

*Economy airfare should be purchased at least 30 days in advance to take advantage of the most reasonable fares.

*Travel will be reimbursed at most reasonable mode of transportation.

*Only actual mileage driven may be claimed at .70 a mile.

*A group driver will receive a bonus lump sum, determined by the President and Treasurer, as compensation when cost savings are incurred through carpooling to events.

*To qualify for UPMA event expense reimbursement, the attendee must submit an article by the next Zip Line publication deadline unless extension is approved by the President.

*If a WI Chapter Member also serves as a National Officer/committee or retiree board member the Chapter will not make dual reimbursements for expenses or exceed the \$1,200 cap from all funding sources combined for the Executive Board attendees at the National Convention. The reimbursement must be deducted from the WI Chapter voucher.

*Attendees on travel orders are expected to attend all UPMA training/meetings/events unless excused by the President. If there isn't a training session pertinent to the attendee's position the President may assign a training session to attend.

*Vouchers must be submitted within 60 days after the expense occurs.

*Expense vouchers will not be reimbursed prior to the completion of travel.