



# United Postmasters and Managers of America

## Wisconsin Chapter, 2024-2025

*President*  
*Melissa Tarlton*

*Secretary Treasurer*  
*Lisa Prochazka*

*Executive VP*  
*Rachel Cayce*

*Editor*  
*Rick Dama*

### WISCONSIN CHAPTER UPMA TRAVEL ORDERS

#### 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 and Chapter Member Representatives.

#### Central Area Meeting

Travel expenses and registration will be paid for the current and incoming President and attendees selected by the President.

#### 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 and CMR's.

\*\$750 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.

\*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 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.

\*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 or committee member the State will not make dual reimbursements for expenses and the national reimbursement must be deducted from the WI Chapter voucher.

\*Attendees are expected to attend all UPMA training/meetings/events unless excused by the President.

\*Expense vouchers should be submitted within 30 days after the expense occurs.

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

\*Please remember to cash your checks promptly.