



7.11 EXPENSE REIMBURSEMENT

All expenses must be submitted on the current IICRC expense forms provided by staff with appropriate receipts and/or documentation attached. Each individual expense item and receipt must be listed individually by the submitter. Per diem will be paid for approved meeting day(s) and travel day(s) per event.

Example: If a receipt was lost or not received, a “Missing Receipt Form” should be completed to document each transaction submitted with the expense report.

7.11.1 TRAVEL EXPENSES

Air: Tickets must be best available fare with 21-day advance purchase and when possible, a Saturday night stay over. Upgrades or late purchase penalties will be at the individual’s expense. Failure to meet the requirement may result in reduction of reimbursement.

For international air travel with individual segment flight times of at least five (5) hours, least expensive coach class ticket that is upgradeable (to business or first-class using mileage or payment at traveler’s own expense) will be allowed if not in excess of 25% more than least expensive coach class ticket. (10.2010)

Automobile: Actual mileage driven will be reimbursed at the current IRS Business Mileage Rate. Reimbursement shall not exceed the 21-day airfare equivalent.

Rental Cars: Generally, transportation to and from airport and meeting locations will be by shuttle, taxi or rideshare; those expenses are considered incidental and are covered by the per diem. At Board meetings, the Treasurer, President, or Chairman may choose a pre- determined board member, who may rent a vehicle to have available to the board for urgent or unexpected transportation needs that may arise. Therefore, rental cars are only justified in certain circumstances. (01.2020)

For rental car charges to be reimbursed, in conjunction with IICRC meetings, the justification and need for the rental must be submitted to and approved by the Treasurer in advance. This is to be included as part of the budget request and documentation for the meeting. (10.2013) Rental car expenses will be reimbursed for the most economical available. Upgrades will be at the individual’s expense. (11.2019)

Train or Bus: Best fare available but may not exceed comparable airfare.

Taxi or Airport Shuttle: Ground transportation during travel days including to and from the arrival and departure airports are considered an incidental expense covered by the per diem.

7.11.2 HOTEL/LODGING EXPENSES

Reimbursement will be based on the best available rate negotiated by staff or the hosts per the Negotiation Policy (Section i). Penalties due to late registration or procrastination will be the responsibility of the individual. Reimbursement is limited to the number of meeting days, plus up to two, depending on hotel and airfare rate differences. Upgrades to concierge levels, suites, etc., will be the responsibility of the individual. Room service, restaurant charges, copies, shipping, etc., are not reimbursable as lodging expenses and need to be submitted under the appropriate heading on the expense voucher if appropriate or paid directly by the individual if not an approved expense. Entertainment items, such as: movies, video games, in-room mini-bar, and snack bar items are not reimbursable expenses. (11.2019)

7.11.3 TRAVEL PER DIEM PAY

Travel per diem for meal and incidentals will be paid at the published IRS standard CONUS rate. Per diem for all days of travel beginning on the first day of travel through the last day of travel as approved in the budget and by the BoD. Per diem travel pay includes all ground transportation to and from the departure and arrival locations, ground transportation between meetings including car rentals, parking and tolls, all meals, tips, and other incidentals. Per diem pay request should be included on the expense report submission.

7.11.4 REIMBURSEMENT REQUIREMENTS

All reimbursable transportation, lodging, and per diem expenses are to be submitted to IICRC within 21 days of incurred expense. Any expense submitted after 21 days will not be eligible for reimbursement unless approved by the Treasurer. Qualified reimbursable receipts are to be itemized receipts. Copies of credit card bills are not an acceptable reimbursable receipt unless authorized by the Treasurer. All receipts need to include, who, what, where, when, and why as is required by the IRS. For example, receipts for meals should have listed who ate at the meal, where the meal was, and what meeting, event, and/or committee it pertained. Rental car expenses will be reimbursed for the most economical available. Upgrades will be at the individual's expense.

The President's expense reports, and credit card statements shall be reviewed and approved by the Chairman (01.2020)