



CP#4-03 – Members & Volunteer Travel Reimbursement Policy

Approved: 01/17/04 | Revised: 03/21/09

- 1.0 **Purpose of Council Policy:** In order to achieve the mission of the ICC, it is necessary for, committee's members and other volunteers to travel at ICC expense. To insure that the most effective use is made of travel resources, the following policy is established.
- 2.0 **Reimbursement:** All travel covered by this policy for which reimbursement by ICC is requested shall be in accordance with this policy and the terms and conditions contained on the ICC Expense Reimbursement Form and which are outlined in section 4.0. Expense reimbursement forms are to be submitted to the Travel Coordinator in Meeting & Travel Services at the Chicago District Office. For travelers not utilizing the Travel Coordinator to book the trip, Expense Reimbursements should be submitted to the designated staff liaison.
- 3.0 **Authorization:** All travel and entertainment shall be in accordance with this policy and shall be authorized by the President, CEO, or his/her designee and is subject to budgetary constraints and prudent allocation of ICC's resources. All travel shall be authorized prior to the commitment to any expense.
 - 3.1 **Code & Standards Development Committee Members:** Members of the ICC Codes and Standards Development Committees are permitted to travel at ICC expense when participating in committee and council meetings and code development hearings for ICC Codes, when authorized by ICC staff.
 - 3.2 **Code Development Hearing Moderators:** Code Development Hearing Moderators are permitted to travel at ICC expense when participating in code development hearings for ICC Codes, when authorized by ICC staff.
- 4.0 **Reimbursement Prohibited:** An individual shall not be reimbursed by the ICC when such expenditures are reimbursed by any other organization.
- 5.0 **Reimbursement Requirements:** The intent of ICC is to reimburse all authorized and reasonable expenses incurred in ICC's service, while at the same time being mindful of the limitations of good business practice.

Air Travel

Air travel accommodations should be limited to coach class airfare. You are responsible for booking your own travel. Should you run into complications or need assistance, please contact the ICC Meeting & Travel Services Department at 1-888-ICC-SAFE, ext 4229 or 4226.

Air travel should be paid for with your personal credit card. **To obtain the most economical airfares, make your reservation as far in advance as possible with a 14-day minimum advance.**

Non-refundable tickets should be used when possible, as they still hold value if not used and can be applied toward a future trip on the same airline, minus a service fee.

Travelers who have arranged fares at less than economy (e.g., excursion fares that necessitate a Saturday night stay) may claim the additional accommodation and meal costs provided that overall cost savings are still realized compared to flying on preferred dates at economy rates. Situations of this nature must be pre-approved.

Air carrier selection cannot be biased by a traveler's frequent flyer affiliation or benefits. The lowest air travel cost must take precedence over frequent flyer programs. If you chose a more expensive flight, you may be asked to reimburse ICC for any additional costs.

Unavoidable fees associated with changing your itinerary for a business purpose or an emergency are allowable expenses. If change fees are incurred while in travel, documentation must be submitted with the expense reimbursement form. Changes involving additional fees should not be made solely for convenience purposes.

Airfare purchased in advance of the trip that appears on your credit card bill before the trip is taken may be submitted for reimbursement prior to the trip. After the trip, this amount should be referenced on the Expense Reimbursement Form as prepaid airfare and a boarding pass and receipt copy should accompany the form.

Other Transportation

Personal Car: Travelers may utilize personal cars for business travel. If travel will average more than 200 miles round trip, the traveler should rent a car. The use of personal cars for business will be reimbursed at the standard mileage allowance rate set by IRS guidelines. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.

Rail: All rail transportation must be in economy class in North America.

Taxi and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports and/or railroad stations in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Travelers are encouraged to utilize public transportation whenever feasible. Receipts are required for all transportation expenses.

International Travel

With the exception of IAS and ES, all international travel must be pre approved by the department SVP, the VP of International Services and the COO. Finance will not advance or reimburse expenses without such approval. A brief trip report must be provided to the VP of International Services at the conclusion of all international travel.

Transportation to Airport

Reimbursement of travel expenses to and from airports (or train stations) shall be based on the most economical form of transportation available. Public transportation systems should be utilized where convenient and available.

Rental Cars

Rental cars should not be used where other forms of public transportation are available and less expensive. For example, hotels often provide shuttle vans or cab service to the airport, which usually cost less than a rental car. Car rentals are restricted to fuel efficient vehicles, including

economy vehicles (when traveling alone.) SUVs, full size sedans, and other large vehicles are expressly prohibited from reimbursement unless obtained through upgrades or as required to carry larger groups. Travelers should fill the gas tank just prior to returning a rental car. Liability insurance is to be declined from the rental agency when the traveler's employer provides similar coverage. Collision insurance waiver (sometimes called Loss Damage Waiver) is to be declined if the rental is charged to any of the following credit cards:

- American Express (green or gold card) – Secondary
- Diners Club – Primary
- Discover Private Issue – Primary
- MasterCard Gold – Secondary
- Visa Gold - Secondary

Use of these cards provides primary or secondary insurance coverage in conjunction with the renter's private automobile insurance.

Lodging

When staying overnight, a medium-priced accommodation at the destination should be obtained. Meeting and Travel Services staff can assist you with identifying an appropriate hotel. All hotel charges are to be placed on your personal credit card and submitted with your expense reimbursement form. An itemized bill from the hotel must be submitted to substantiate lodging expenses with approved expense reimbursement form.

Hotel Selection:

Meeting & Travel Services (MTS) has negotiated preferred rates with certain hotels in nearby areas of ICC offices. (Birmingham, Country Club Hills, Washington, and Whittier). Employees are encouraged to utilize these hotels whenever feasible. A listing of preferred hotels is available through MTS.

Cancellation:

All rooms will be guaranteed for late arrival. Employees must cancel the room reservation, by required deadline, if they will not need the room, to avoid a "no-show" charge. If the cancellation is made directly with the hotel, travelers should request and retain a "cancellation number" as documentation of the transaction. **"No-Show" charges are not reimbursable.**

Meals

Meals for self: ICC will reimburse you for actual out-of-pocket meal expenses incurred provided such expenses were appropriate and reasonable given the location and purpose of the travel. If you are attending an event that includes meals (e.g., Annual Conference), you are required to attend those meals. ICC will not reimburse you for meals that were purchased when a meal was provided as part of the event.

Alcohol

Expense reimbursement for alcohol is limited to two drinks per business meal.

Laundry

Reasonable laundry charges are a reimbursable expense and would ordinarily only apply to trips in excess of four consecutive nights (five days), if the trip has been unexpectedly extended, back to back trips and/or accidental damage to clothing.

Parking

Hotel, airport and public parking expenses are reimbursable. You are expected to use the most economical form of parking available.

Gratuities

Gratuities on meals should be limited to 15% of the pre-tax bill. Other gratuities should be limited to what a reasonable person would tip operating at his or her own expense.

Telecommunications

Hotel Surcharges

When possible, avoid making calls from hotels that add surcharges. If the traveler has a cell phone, it should be used for making calls while in the continental US.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: 15% at restaurants, \$2.00 per bag
- Checked luggage fees charged by the airline (receipt required)
- Foreign currency transaction fees
- Tolls
- Internet usage fees for business purposes.

The following are guidelines that apply to the expense reimbursement form.

- 1) The reimbursement check will be made payable to the person (or organization) named at the address indicated, unless ICC is otherwise instructed.
- 2) Reimbursement of travel expenses incurred will be made only for the travel, purpose and duration authorized.
- 3) By signing the reimbursement form, the claimant is stating that the reimbursement claimed accurately reflects incurred expenses for the identified purpose with appropriate reductions for personal expenses, reimbursement from other sources and cash advances.
- 4) Reimbursement claims are to be filed with the ICC Chicago Regional Office within 30 days of travel completion. ICC will attempt to reimburse the claimant within 5 working days of receipt and approval of a reimbursement claim.
- 5) Expense documentation (receipts) should be obtained for all expenses. Proper expense documentation shall consist of original airline ticket receipts, itemized hotel bills, credit card receipts and other such forms as are issued by the vendor. If expenses involve additional individuals, all individuals are to be identified on this form. All expenses billed directly to ICC and expenses for which receipts are not attached shall be set forth on the reimbursement form and circled with an explanation.
- 6) Covered expenses shall be reimbursed based on the minimum length of time necessary to carry out the functions for which travel is authorized. This time period shall not exceed that which would reasonably occur based on air travel, regardless of the actual mode of transportation chosen. Any extension of this time period that will result in an increase of overall expenses shall be documented and submitted for approval prior to travel.

- 7) In all cases, the criteria for selecting a mode of transportation should be whatever is of reasonable convenience at minimum cost to ICC. List here the total cost of air/train travel, including any change fees.
- 8) Reimbursement of travel expenses to and from airports (or train stations) shall be based on the most economical form reasonably available. Public transportation systems shall be utilized where convenient and available.
- 9) Rental cars shall not be used where other available forms of public transportation would be suitable and of less cost. Reimbursement shall be based on actual costs, minus all costs associated with personal use. Gas for the rental car should not be listed here. It should be listed under "Other".
- 10) The following maximum expenses are permitted for ICC activities
Hotels/Motels - Medium range at meeting sites, plus tax.
Meals - Not to exceed what is reasonable for function involved.
- 11) Beverage charges shall be reported separately unless part of a meal.
- 12) Entertainment expenses are not reimbursable under this policy.
- 13) Gratuities for meals should be included in the amount reported for that meal on the breakfast, lunch, or dinner line. All other gratuities are included here.
- 14) Items reported as other shall be described and documented.
- 15) Travel advances will only be authorized in extraordinary situations. If obtained, the advance is to be indicated.