



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

Approved: 01/17/04 | Revised: 05/31/2024

- 1.0 **Purpose of Council Policy:** It is consistent with the mission of the ICC that non-ICC Board committee members and other volunteers travel at ICC expense. To ensure the most effective use is made of travel resources and comply with IRS requirements, 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. 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 andh

6.2 **Ground Transportation:** The traveler should use the most economical form of ground transportation available.

6.2.1 **Personal Automobile:** Travelers may utilize personal automobiles 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 eligible for reimbursement at the standard mileage allowance rate set by IRS guidelines. The mileage reimbursement is intended to reimburse travelers for normal operating costs of the vehicle including fuel costs, maintenance, insurance, and vehicle depreciation. Cost of road tolls and parking fees may be submitted in addition to the mileage reimbursement.

6.2.2 **Taxi, Rideshare services and Other** 0 Tc 0 Twj 0.0t.7 Rf :143 0 21) 25 bse f iih0.4 CID

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request and retain a “cancellation number” as documentation of the transaction. “No-Show” charges are not reimbursable.

7.4 **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.

8.0 Meals

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

8.2 **Alcohol:** Expense reimbursement for alcohol is limited to two drinks with a business meal.

9.0 **Laundry:** Reasonable laundry charges are a reimbursable expense and 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.

10.0 Gratuities:

