



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 and shall be authorized by the President or the CEO or their 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 will be eligible for reimbursement for travel expenses 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 will be eligible for reimbursement for travel expenses when participating in code development hearings for ICC Codes, when authorized by ICC staff.
 - 3.3 **Other Members and Volunteers:** Members and Volunteers of other committees are eligible for reimbursement when participating in ICC business and in accordance with the Council Policy governing that committee.
- 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.
- 6.0 **Transportation Expenses:** Transportation expenses should be kept to a minimum commensurate with good business judgement. In all cases, the criteria for selecting a mode of transportation should be whatever is of reasonable convenience at minimum cost to ICC.

6.1 Air Travel

- 6.1.1 Air travel accommodations should be limited to economy class airfare. Travelers are responsible for booking own travel. Should travelers run into

complications or need assistance, they should contact the ICC Meeting & Travel Services Department at 1-888-ICC-SAFE, ext. 4226.

- 6.1.2 Air travel should be paid for with the traveler's personal credit card. To obtain the most economical airfares, reservations should be made 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.
- 6.1.3 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 a traveler chose a more expensive flight, the traveler may be asked to reimburse ICC for any additional costs.
- 6.1.4 Airfare purchased in advance of the trip that appears on the traveler's credit card bill before the trip is taken may be submitted for reimbursement on a separate reimbursement form prior to the trip. After the trip, any final credits or additional charges should be reconciled on the associated trip expense reimbursement form.
- 6.1.5 **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.
- 6.1.6 **Air Travel Supplemental Fees:** Air travel can include other supplemental fees and expenses which may be reimbursable according to the following guidelines and apply to travelers seeking reimbursement for airline-related expenses:
 - (1) Baggage fees are reimbursable only for the first bag of each traveler unless there is a business reason, such as the approved transportation of business papers, equipment, and/or the traveler is on a business assignment of 14 days or longer. A valid business justification must be provided with the expense report in order for additional baggage to be reimbursable.
 - (2) Fees for overweight baggage charges are non-reimbursable unless there a valid business justification, which must be provided with the expense report.
 - (3) Seat assignment charges are reimbursable only if there is no alternative for a seat assignment.
 - (4) Unavoidable fees associated with changing a traveler's 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.
 - (5) Additional costs for upgrades in classes of service, including seat upgrades, are non-reimbursable.
 - (6) Early boarding fees are non-reimbursable.
 - (7) Exceptions to this Section may be granted and must be documented on a case-by-case basis by the Staff Liaison.

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 Local Transportation: The cost of taxis and rideshare services to and from places of business, hotels, airports, etc. in connection with business activities is reimbursable. Use of taxis and rideshare services 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.

6.2.3 Parking: Hotel, airport, and public parking expenses are reimbursable. Travelers are expected to use the most economical form of parking available.

6.2.4 Rail: All rail transportation must be in economy class.

7.0 Lodging Expenses: Lodging expenses should be kept to a minimum commensurate with good business judgement.

7.1 Lodging: Lodging may be arranged by ICC for certain meetings or events. If lodging is not arranged by ICC and travelers require lodging for a business purpose, travelers may request reimbursement for lodging that is reasonable and appropriate for the business purpose and location. Suites and other upgraded rooms are not allowable expenses. When staying overnight, a reasonably priced accommodation at the destination should be obtained. Meeting and Travel Services staff can assist travelers with identifying an appropriate hotel. All hotel charges are to be placed on the traveler's personal credit card and submitted with the traveler's expense reimbursement form. An itemized bill from the hotel must be submitted to substantiate lodging expenses with approved expense reimbursement form.

7.2 Hotel Selection: Meeting & Travel Services (MTS) has negotiated preferred rates with certain hotels in nearby areas of ICC offices. (Birmingham, AL, Country Club Hills, IL, Washington, D.C., Brea, CA, and Rochester, NY). Travelers are encouraged to utilize these hotels whenever feasible. A listing of preferred hotels is available through MTS.

7.3 Cancellation: All rooms should be guaranteed for late arrival. Travelers must cancel the room reservation, by the 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.

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:** Gratuities should be limited to what a reasonable person would tip operating at his or her own expense.

11.0 **International Travel:** All international travel must be pre-approved by the department SVP and the COO/CFO. Finance will not advance or reimburse expenses without such approval.

12.0 **Non-Reimbursable Expenses:** The following is not an exhaustive list but a general guideline for what would typically be non-reimbursable expenses.

- Travel Insurance
- Personal Laundry and dry cleaning for trips less than 5 days
- Personal identification documents, including passports and drivers licenses
- Entertainment and recreation expenses
- Health club or social club fees
- Airline or other travel club fees
- Cost of purchasing luggage
- Personal care items such as clothing or toiletries
- Expenses for the care of dependent children or family members
- Kennel or pet-sitting expenses
- Traffic violations, parking fines, personal vehicle repairs or maintenance

13.0 Reimbursement Process

13.1 **Period of Covered Expenses:** Members and Volunteers are typically provided a period of covered expenses for their trip. Except as provided in this policy, only those expenses incurred during the period of covered expenses, or the duration authorized will be reimbursable.

- 13.2 **Reimbursement Form:** Reimbursement shall be submitted through the approved ICC Expense and Reimbursement system. In certain circumstances an ICC reimbursement form may be used in lieu of the ICC Expense and Reimbursement system when approved by the CEO or their designee. Reimbursement forms are to be filed with the ICC Chicago Regional Office within 30 days of travel completion.
- 13.3 **Reimbursement Submission:** Upon the completion of a trip, a request for reimbursement must be submitted for all business expenses.
- 13.4 **Documentation:** 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.
- 13.4.1 Gratuities for meals should be included in the amount reported for that meal on the breakfast, lunch, or dinner line.
 - 13.4.2 Items reported as other shall be described and documented.
 - 13.4.3 By submitting the reimbursement or signing the reimbursement form, the traveler is stating that the reimbursement requested accurately reflects incurred expenses for the identified purpose with appropriate reductions for personal expenses, reimbursement from other sources and cash advances.
- 13.5 **Reimbursement Timeframe:** ICC will attempt to reimburse the traveler within 5 working days of receipt and approval of a reimbursement request.
- 13.6 **Reimbursement Payment:** The reimbursement will be paid to the person (or organization) named on the reimbursement form, unless ICC is otherwise instructed.