



Annual Business Meeting  
September 25-27, 2017  
San Diego, California

**Reimbursement Information**  
ICJ Travel Reimbursement Policy 06-2009

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- **Hotel Room and Tax**

Paid direct by ICJ

- **Meals**

Reimbursed at the current San Diego **GSA per diem** rate indicated on the expense report form

- **Travel**

**Flying** - Purchase Airline Tickets prior to **September 7**.

Approved reimbursed participants have the option to call Altour Travel Authority (800-445-0419) and the flight will be paid by ICJ. Any cancelled airline tickets purchased in advance by ICJ are subject to reimbursement by the traveler.

Should you prefer to purchase your ticket direct, ICJ will reimburse after the meeting upon completion of the expense report.

All airline tickets over \$500 must be approved by the national office prior to purchase.

**Driving** - Reimbursed at the current federal rate (53.5 cents per mile)

Please include the total number of miles traveled. If driving rather than flying to the meeting, the mileage reimbursement should not exceed the cost of a 14-day advance airline ticket.

- **Reimbursement**

**Complete** the ICJ Expense Report Form and forward to the national office.

- Expenses must be submitted 30 days after the meeting for reimbursement.
- It is not necessary to attach “boarding passes”
- It is not necessary to attach food receipts as reimbursement is made at the per diem rate
- It is necessary to attach original receipts for reimbursable expenses such as:
  - luggage fee
  - airport parking
  - ground transportation
  - airline ticket (if purchased direct)
- Sign form and **mail** to:  
Interstate Commission for Juveniles  
Attn: Emma Goode  
836 Euclid Avenue, Suite 322  
Lexington, KY 40502  
Telephone (859) 721-1062