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<p>ICJ Administrative Policy Travel Reimbursement</p>	<p>Dated: November 2009 Revised: January 2017</p>	

I. Objectives

This policy ensures the prudent and reasonable use of ICJ funds in the conduct of official business. It also ensures fair and equitable treatment of individuals by defining authorization procedures for business travel and guidelines for expense reimbursement.

II. Authorization

ICJ will reimburse authorized travel expenses as specified in the official announcement or travel letter.

A. Meals and Incidentals


1. The Federal per diem rates are based on the event location and available online at [GSA website](#). Individuals shall receive a per diem amount for meals and incidentals incurred on travel days when meals are not provided (i.e. breakfast, lunch or dinner). Meal receipts are not required.
2. For travel days, 75% of the per diem is reimbursed. A sample breakdown is included below:

M & IE	\$46	\$51	\$56	\$61	\$66	\$71
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	23	26	29	31	34	36
Incidentals	5	5	5	5	5	5

B. Travel Costs

It is expected that each individual use the most economical means for travel considering cost, time, and transportation availability.

1. Air Travel
 - a. 14 day advanced purchase coach or discounted fares are required, first class is allowed only when the fare is no higher than the coach fare or if a participant opts to use frequent flyer points for a first class upgrade.

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- i. If purchasing an airline ticket in advance creates a financial hardship, participants may utilize an approved travel agency. The travel agency's contact information will be outlined in the official announcement or travel letter from the National Office. *Please note: Any cancelled prepaid flight arrangements are subject to reimbursement to ICJ.*
- b. Up to \$500 is authorized. Should you exceed this amount, you must obtain approval from the Executive Director.
- c. Boarding passes must be submitted with reimbursement materials in order for airline ticket costs to be processed.
- d. Fees not authorized include:
 - i. Ticket change fees - *Extenuating circumstance may be considered.*
 - ii. Excess Baggage fees – *Standard fees are authorized.*
 - iii. Upgrade charges

Note: Expenses are reimbursed at the conclusion of an event. The policy does not permit travel advances.


2. Driving

- a. Mileage is reimbursed at 53.5 cents per mile. If the total mileage to be reimbursed is likely to exceed the cost of a 14 day advanced purchase airline ticket, you must obtain prior approval from the Executive Director.

Note: Individuals are responsible for any traffic tickets or citations issued to him/her while traveling on ICJ business. ICJ is not liable for any accidents or damage resulting from travel associated with ICJ business.

3. Ground Transportation

- a. Residence to Airport - Ground transportation between your residence and the airport via taxi, bus, airport limousine, or privately owned vehicle is reimbursed at 53.5 cents per mile and is not to exceed \$25.00 one-way. Exceptions must be approved through the Executive Director.

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- b. Airport to Hotel - \$25.00 one-way is authorized to travel via shuttle or taxi between airport to hotel or meeting site. This does not include mileage for a rental car.
- c. Rental Car - Rental cars must be pre-authorized and reimbursable only as outlined in your official travel letter.
- d. Tolls - Receipts are required for tolls reimbursement.
- e. Parking - Up to \$50.00 per week is authorized for airport and hotel parking.

C. Lodging

- 1. Travelers who incur lodging expenses may submit for reimbursement at the conclusion of the event. Travel letters will provide detailed instructions and responsibilities for securing, modifying or cancelling rooms.
- 2. Events where lodging expenses are direct billed to ICJ may require registration through the National Office. All reservations, modifications and cancellations will be outlined in the official announcement or travel letter from the National Office.
- 3. Lodging expenses are reimbursed up to the government rate as published by the [GSA](#). Room rates above the published government rate, must be approved in advance.
- 4. Expenses such as in-room movies, alcoholic beverages, unauthorized cancellation charges, etc. are not reimbursed.
- 5. Most hotels require a credit card at check-in for incidental charges.

III. Cancellation and No Show Policy

- A. All reservations, modifications to reservations and cancellations must be made within the registration period as outlined in the official announcement or travel letter from the National Office.

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B. Cancellations or modifications to reservations after the cut-off date will not be reimbursed.

C. No-Shows - Attendees who made a reservation will not be reimbursed for the cost of the room nights not utilized.

IV. Miscellaneous Items and Restrictions

A. Expenses are not reimbursed for days other than travel days and days approved for conducting official ICJ business.

B. Expenses incurred by anyone other than the approved traveler are not reimbursed.

C. Modifications and additional authorizations for expenses not specified in this policy will be listed in the official travel letter.

V. Expense Reporting

A signed *Expense Report* form and ORIGINAL receipts for all actual expenses, with the exception of meals, must be submitted to the National Office within ten (10) business days following the event. **Expenses not submitted within thirty (30) days of the event are not reimbursed without the prior approval of the Executive Director.**