 <b>Interstate Commission for Adult Offender Supervision</b>	<b>Policy Number</b>  <b>07-2004</b>	<b>Page Number:</b>  <b>1</b>
<b>ICAOS Administrative Policy</b>  <b>Travel Reimbursement</b>	<b>Dated: 12/01/2004</b>  <b>Revised: 01/17/2018</b>	

## **I. Authority**

The Executive Committee is vested with the power to adopt a policy on behalf of the Interstate Commission during periods when the Interstate Commission is not in session. The Executive Committee oversees the day-to-day activities managed by the Executive Director.

## **II. Applicability**

This policy applies to Commissioners, Compact Administrators, Deputy Compact Administrators, State Representatives, Ex-Officious, Legal Representatives, and other non-employees authorized to travel on interstate compact business.

## **III. Policy**


This policy ensures that ICAOS funds are being expended in a prudent and reasonable manner 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.

## **IV. Authorization**

Executive Director or Designee is authorized to approve travel. When an individual is approved to travel, the National Office will provide the traveller with a written letter of authorization that specifies the expenses to be reimbursed.

### *A. Meals and Incidentals*

1. The federal per diem rates are based on the event location and available online at [GSA website \(https://www.gsa.gov/travel/plan-book/per-diem-rates\)](https://www.gsa.gov/travel/plan-book/per-diem-rates). Individuals shall receive a per diem amount for meals and incidentals incurred on travel and conference days when the conference sponsor does not provide full meals (i.e. breakfast, lunch or dinner). Meal receipts are not required.

 <b>Interstate Commission for Adult Offender Supervision</b>	<b>Policy Number</b>  <b>07-2004</b>	<b>Page Number:</b>  <b>2</b>
<b>ICAOS Administrative Policy</b>  <b>Travel Reimbursement</b>	<b>Dated: 12/01/2004</b>  <b>Revised: 01/17/2018</b>	

2. For travel days 75% of the per diem is reimbursed. A sample breakdown is included below:

<b>M &amp; IE</b>	<b>\$46</b>	<b>\$51</b>	<b>\$56</b>	<b>\$61</b>	<b>\$66</b>	<b>\$71</b>
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. 21 day advance purchase coach or discounted fares are required, first class is allowed only when the fare is no higher than the coach fare or if participant opts to use frequent flyer points for a first class upgrade.
- b. Up to \$500 is authorized. Should you exceed this amount, you must obtain approval from the Executive Director or Designee.
- c. Fees not authorized include:
  - i. Ticket change/cancellation fees not approved in advance by the Executive Director or Designee - extenuating circumstance may be considered.
  - ii. Excess Baggage fees – standard airline fees are authorized.
  - iii. Upgrade charges not approved in advance by the Executive Director or Designee.

**Note:** Expenses are reimbursed at the conclusion of an event. The policy does not permit travel advances. If purchasing an airline ticket in advance creates a financial hardship, contact the National Office for assistance.

**2. Driving**

 <p><b>Interstate Commission for Adult Offender Supervision</b></p>	<p><b>Policy Number</b> <b>07-2004</b></p>	<p><b>Page Number:</b> <b>3</b></p>
<p><b>ICAOS Administrative Policy</b> <b>Travel Reimbursement</b></p>	<p><b>Dated: 12/01/2004</b> <b>Revised: 01/17/2018</b></p>	

- a. Mileage is reimbursed at 54.5 cents per mile. If the total mileage to be reimbursed is likely to exceed the cost of a 21-day advance purchase airline ticket, you must obtain prior approval from the Executive Director or Designee.


Note: Individuals are responsible for any traffic tickets or citations issued to him/her while traveling on ICAOS business. ICAOS is not liable for any accidents or damage resulting from travel associated with ICAOS 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 54.5 cents per mile.
- b. Airport to Hotel – Shuttle to and from the airport and hotel are reimbursed. If a hotel shuttle is not available, taxi fares to and from the airport and hotel are reimbursed.
- c. Rental Car – All 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. Hotel and airport parking is reimbursed.

### 4. Lodging

- a. The traveler is typically expected to incur lodging expenses and submit for reimbursement at the conclusion of the event. Your travel letter will provide detailed instructions and responsibilities for securing, modifying or cancelling your room.
- b. Events in which lodging expenses are direct billed to ICAOS require that you register through the National Office. All reservations, modifications and cancellations must be made through the National Office Logistics Coordinator.

 <b>Interstate Commission for Adult Offender Supervision</b>	<b>Policy Number</b>  <b>07-2004</b>	<b>Page Number:</b>  <b>4</b>
<b>ICAOS Administrative Policy</b>  <b>Travel Reimbursement</b>	<b>Dated: 12/01/2004</b>  <b>Revised: 01/17/2018</b>	


- c. Lodging expenses are reimbursed up to the government rate as published by the GSA (<http://www.gsa.gov/portal/category/21287>). Room rates above the published government rate, must be approved in advance by the Executive Director or Designee.
- d. Expenses such as in-room movies, alcoholic beverages, unauthorized cancellation charges, etc. are not reimbursed.
- e. It is up to the traveller to provide a credit card at check-in for incidental charges.

#### **V. Cancellation and No Show Policy**

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

#### **VI. Miscellaneous Items and Restrictions**

- A. Expenses are reimbursed for travel days and days approved for conducting official ICAOS 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.

 <b>Interstate Commission for Adult Offender Supervision</b>	<b>Policy Number</b>  <b>07-2004</b>	<b>Page Number:</b>  <b>5</b>
<b>ICAOS Administrative Policy</b>  <b>Travel Reimbursement</b>	<b>Dated: 12/01/2004</b>  <b>Revised: 01/17/2018</b>	

## VII Expense Reporting

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