



IIBEC Volunteer Travel and Expense Reimbursement Policy

GENERAL

The following are travel and expense policies for use by volunteers on IIBEC business. These policies are subject to change without notice.

The Executive Vice President & CEO of IIBEC must approve all travel activities on behalf of IIBEC prior to such travel.

Travel is typically authorized for:

- attendance at the IIBEC Board of Directors, Executive Committee, and special committee meetings¹
- periodically, by invitation, for IIBEC Board members to represent IIBEC at a particular meeting or function

Unusual expenses or expenses not specifically covered by this reimbursement policy must be approved, in advance, by the Executive Vice President and CEO.

Travel expenses for travel companions are not covered by IIBEC.

Volunteers should:

- 1) Exercise good judgment with respect to expenses.
- 2) Spend the organization's money as carefully and judiciously as they would their own.
- 3) Report all expenses and advances promptly and accurately within 30 days of traveling with required documentation.

The following guidelines apply to all travel where applicable:

- **Air or Train Travel to destination city:** The maximum reimbursement is \$500 (if average airfare is more than \$500, please contact IIBEC staff for approval): coach class airfare purchased at least 14 days in advance (first class tickets will not be reimbursed, nor will "special seat purchases", or travel insurance). Fees for one checked bag will be reimbursed, if required by the carrier. For travel by train in lieu of air, the same \$500 maximum applies.
- **Car Travel in lieu of Air or Train to reach destination city:** Reimbursement for rental cars is only appropriate if the cost is less than personal vehicle mileage or fare for air or train. Rental cars are not reimbursable unless there is a preauthorization by IIBEC executive staff. Personal vehicle mileage is reimbursed at the rate set by the IRS each year. Mileage should be fully documented as to date, starting location, and ending location. Volunteers may not combine personal vehicle mileage reimbursement with a rental car.
- **Additional/Miscellaneous expenses:** Hotel expenses will be reimbursed only at the IIBEC host hotel at the negotiated rate, meals outside what is provided at the event, local ground transportation to and from the airport and event site only, and only for the official dates of

¹ A special committee meeting is one that is not held in conjunction with a board meeting, annual convention, or other IIBEC sanctioned events.

the meeting. Itemized receipts are required for all expenses. The volunteer will not be reimbursed if itemized receipts are not provided.

- Spouse/family travel costs and recreational activity expenses are not reimbursable. Expenses for individuals not involved with IIBEC business will not be reimbursed.
- **Travel for President's Spouse:** The IIBEC president's spouse can be reimbursed for up to two airline tickets per term of office (no more than \$500 each) and these are subject to the same limitations found above.

Business Meals

IIBEC will reimburse volunteers, where applicable, on IIBEC business for reasonable actual meal expense (not alcohol) incurred on the same date as the volunteer duties. When dining with others on IIBEC business, separate itemized checks should be requested. If this is not possible, the dining companion(s) must be noted on the receipt. Gratuities should not exceed 20%.

Itemized receipts must be attached for all meals purchased while on IIBEC travel.

Business related meals for IIBEC members or with other IIBEC approved guests must be described as follows: date, amount, place and explanation of nature of business. A list of names of those entertained must be included. An itemized receipt is required for all entertainment expenses regardless of the amount.

The IIBEC EVP/CEO, COO, and President may authorize reimbursement for wine and bar tabs only if they are associated with a business meeting and are approved prior to the meeting. Entertaining expenses, unless for stated business purpose, are not a reimbursable expense.

BOARD OF DIRECTORS, EXECUTIVE COMMITTEE & SPECIAL COMMITTEE MEETINGS

For attendance at Board of Directors, Executive Committee, and special committee meetings¹, Board members and/or Executive Committee members will be reimbursed for:

- airfare (or other public conveyance) or mileage up to \$500
- expenses (hotel, meals, local transportation, etc.) for the official dates of the meeting
- tips may not exceed 20% for reimbursement
- spouse/family travel costs, alcoholic beverages and recreational activity expenses are not reimbursable

AUTOMOBILE TRAVEL REIMBURSEMENT

Reimbursement for approved personal automobile expenses for business purposes will be at the standard mileage rate established at that time by the Internal Revenue Service. Reimbursement will not be granted if the mileage expense exceeds the cost of air travel or other transportation.

Rental cars **must be authorized in advance** and will be authorized only if the cost of the rental car is equal to or lower than equivalent alternate transportation.

GROUND TRANSPORTATION

All reasonable taxi, shuttle, and ride share costs necessary to conduct IIBEC business may be reimbursed. Tips may not exceed 20% for reimbursement for ground transportation.

INCIDENTALS

The following costs will also be reimbursed when submitted with an IIBEC expense form:

- reasonable tips (may not exceed 20%) for baggage handling, taxi, or other services
- valet/laundry costs if out-of-town travel exceeds seven days
- gratuity for meals, taxi, or other ground transportation should not exceed 20%.

ANNUAL CONVENTION & TRADE SHOW

Presenters at the Annual Convention & Trade Show will be provided complimentary registration to the Annual Convention & Trade Show.

***IIBEC is not responsible for any travel or transportation costs to and/or from the convention for presenters.*

BUILDING ENCLOSURE SYMPOSIUM

The President and First Vice President will be reimbursed for airfare and hotel accommodations for attendance at the Building Enclosure Symposium.

All members of the Board of Directors will receive complimentary registration for the event.

Presenters will be provided complimentary registration to the Building Enclosure Symposium.

***IIBEC is not responsible for any travel or transportation costs to and/or from the site of the Building Enclosure Symposium for presenters.*

EXPENSE REIMBURSEMENT

Travel expense claims must be filed within 30 days of the traveler's return home.

Reimbursement for expenses submitted to IIBEC will be processed for payment within 30 days following receipt.

Detailed receipts must be submitted with the IIBEC Expense Report form (attached).