

INTERSTATE COMMISSION FOR
ADULT OFFENDER SUPERVISION

07-2004 - TRAVEL REIMBURSEMENT

POLICY NUMBER	ISSUED	REVISED
07-2004	December 1, 2004	April 5, 2022

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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-Officio members, Legal Representatives, and other non-employees authorized to travel on interstate compact business.

III. Policy

This policy ensures prudent and reasonable use of ICAOS 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.

IV. Authorization

The Executive Director or Designee may approve travel. Individuals approved to travel will receive a written letter of authorization specifying reimbursable expenses.

A. Meals and Incidentals

1. The federal per diem rates are based on the event location and are available online at the GSA website. Individuals shall receive per diem 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.
2. For travel days, 75% of the per diem is reimbursed. A sample breakdown is included below:

M & IE	$55	$56	$61	$66	$71
Breakfast	13	13	14	16	17
Lunch	14	15	16	17	18
Dinner	23	23	26	28	31
Incidentals	5	5	5	5	5

B. Travel Costs

Individuals must consider cost, time, and transportation availability when selecting the most economical means for travel.

1. Air Travel

    a. 21-day advance purchase coach or discounted fares are required. First-class fares are allowable when the fare is no higher than the coach fare or if the participant opts to use frequent flyer points for a first-class upgrade.

    b. Up to $650 of airfare is authorized. Prior approval from the Executive Director or Designee is required to exceed this amount.

    c. Unauthorized fees 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 after 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

a. Mileage is reimbursed at the prevailing federal rate per mile at the time in which travel occurs. 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: Travelers are responsible for traffic tickets or citations issued while traveling on ICAOS business. ICAOS is not liable for any accidents or damage resulting from ICAOS business travel.

3. Ground Transportation

    a. Residence to Airport - Ground transportation between a residence and the airport via taxi, bus, airport limousine, or a privately owned vehicle is reimbursed at the prevailing federal rate 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 are reimbursed.
    c. Rental Car – All rental cars must be pre-authorized and reimbursable only as outlined in the traveler's official travel letter.
    d. Tolls - Receipts are required for toll reimbursement.
    e. Hotel and airport parking is reimbursed.

4. Lodging

    a. Lodging expenses are reimbursed after the event. The travel letter provides detailed instructions and responsibilities for securing, modifying, or canceling a room.
    b. Lodging that is direct billed requires registration through the National Office. All reservations, modifications, and cancellations must be made through the National Office Logistics Coordinator.
    c. Lodging expenses are reimbursed up to the government per diem rate as published by the GSA. 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 reimbursable.
    e. Travelers must 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 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 are not reimbursable.

C. Attendees will not be reimbursed for unused reservations.

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.

VII. Expense Reporting

A. A signed Expense Report form and receipts for all actual expenses, except meals, must be submitted to the National Office.

B. Expenses not submitted within thirty (30) days of the event are not reimbursed without the prior approval of the Executive Director or Designee.

C. Expense reporting must be made on an ICAOS-provided form.

D. Direct reimbursement to states should be reported on a separate expense form.

Addendum – How to Request Reimbursement

1. After an ICAOS event, an attendee may request the Expense Reporting Form from the ICAOS logistics coordinator.
2. Expense reporting for individuals should be made on separate forms from those with requested direct reimbursement to a state.
3. All receipts for authorized travel and meeting days must be provided with the Expense Reporting Form except for per diem meal receipts. Receipts should include airfare price, hotel accommodation room fees/taxes, ground transportation costs, private auto mileage

maps or directions, baggage fees, parking, or other miscellaneous expenses.

4. TIPS are calculated as a part of per diem expense reimbursement as incidental expenses.
5. If the Commission paid for a meal on a meeting day, that meal expense should not be included in reported expenses. Expense reports may be adjusted to accurately reflect allowed reimbursement.
6. Expense reporting must occur within 30 days of the end of the meeting.
7. Following review and verification of expenses and receipts by the national office where adjustments for allowable expenses may be made, reimbursement will be made to and sent to the individual or state at the address listed on the form.