



ICC CODE OF HONOR SCHOLAR TRAVEL REIMBURSEMENT POLICY

Approved: 6/5/12

Revised: 4/15/2013

To insure that the most effective use is made of travel resources, the following policy is established for ICC Code of Honor scholars.

1. **Reimbursement:** All travel covered by this policy for which reimbursement by the ICC is requested shall be in accordance with this policy and the terms and conditions contained on the ICC Code of Honor Expense Reimbursement Form.

Once you return from the Public Comment Hearings, please mail (or email) a completed and signed Expense Reimbursement Form along with all of your original receipts AND one copy of the form and receipts to:

International Code Council
Accounts Payable
Central Regional Office
4051 Flossmoor Road
Country Club Hills, IL 60478

OR email a scanned copy of the Form and receipts to reimburse@iccsafe.org

2. **Authorization:** All travel shall be in accordance with this policy and shall be authorized by the President, CEO, or his/her designee and is subject to budgetary constraints and prudent allocation of the ICC's resources.

3. Reimbursement Requirements

The intent of the ICC is to reimburse all authorized and reasonable expenses incurred, while at the same time being mindful of the limitations of good business practice.

Air Travel

Air travel accommodations should be limited to coach class airfare. You are responsible for booking your own travel. Air travel should be paid for with your personal credit card. **To obtain the most economical airfares, make your reservation as far in advance as possible with a 14day minimum advance.**

Non-refundable tickets should be used when possible, as they still hold value if not used and can be applied toward a future trip on the same airline, minus a service fee.

Air carrier selection cannot be biased by a traveler's frequent flyer affiliation or benefits. The lowest air travel cost must take precedence over frequent flyer programs. If you chose a more expensive flight, you may be asked to reimburse the ICC for any additional costs.

Changes involving additional fees should not be made solely for convenience purposes.

Other Transportation

Personal Car: Travelers may utilize personal cars for business travel. If travel will average more than 200 miles round trip, the traveler should rent a car. The use of personal cars for business will be reimbursed at the standard mileage allowance rate set by IRS guidelines. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) other than parking and tolls.

Rail: All rail transportation must be in economy class in North America.

Taxi and Other Local Transportation: The cost of taxis to and from places of business, hotels, airports and/or railroad stations in connection with business activities is reimbursable. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Travelers are encouraged to utilize public transportation whenever feasible. Receipts are required for all transportation expenses.

Transportation to Airport

Reimbursement of travel expenses to and from airports (or train stations) shall be based on the most economical form of transportation available. Public transportation systems should be utilized where convenient and available.

Rental Cars

Rental cars should not be used where other forms of public transportation are available and less expensive. For example, hotels often provide shuttle vans or cab service to the airport, which usually cost less than a rental car. Car rentals are restricted to fuel efficient vehicles, including economy vehicles (when traveling alone.) SUVs, full size sedans, and other large vehicles are expressly prohibited. Travelers should fill the gas tank just prior to returning a rental car.

Lodging

You must make your accommodations at a hotel that has the ICC Annual Conference negotiated discounted rate. All hotel charges are to be placed on your personal credit card and submitted with your expense reimbursement form. An itemized bill from the hotel must be submitted to substantiate lodging expenses with approved expense reimbursement form.

Parking

Hotel, airport and public parking expenses are reimbursable. You are expected to use the most economical form of parking available.

Gratuities

Gratuities should be limited to what a reasonable person would tip operating at his or her own expense.

Other Reimbursable Expenses

The following incidental expenses, when directly related to business travel, are reimbursable:

- Tips: \$2.00 per bag
- Checked luggage fees charged by the airline (receipt required)
- Tolls

The following are guidelines that apply to the expense reimbursement form.

1. The reimbursement check will be made payable to the person named at the address indicated, unless the ICC is otherwise instructed.
2. Reimbursement of travel expenses incurred will be made only for the travel, purpose and duration authorized.
3. By signing the reimbursement form, the claimant is stating that the reimbursement claimed accurately reflects incurred expenses for the identified purpose with appropriate reductions for personal expenses, reimbursement from other sources and cash advances.
4. Reimbursement claims are to be filed within 30 days of travel completion. ICC will attempt to reimburse the claimant within 5 working days of receipt and approval of a reimbursement claim.
5. Expense documentation (receipts) should be obtained for all expenses. Proper expense documentation shall consist of original airline ticket receipts, itemized hotel bills, credit card receipts and other such forms as are issued by the vendor. All expenses billed directly to ICC and expenses for which receipts are not attached shall be set forth on the reimbursement form and circled with an explanation.
6. Covered expenses shall be reimbursed based on the minimum length of time necessary to carry out the functions for which travel is authorized. This time period shall not exceed that which would reasonably occur based on air travel, regardless of the actual mode of transportation chosen. Any extension of this time period that will result in an increase of overall expenses shall be documented and submitted for approval prior to travel.
7. In all cases, the criteria for selecting a mode of transportation should be whatever is of reasonable convenience at minimum cost to the ICC.
8. Reimbursement of travel expenses to and from airports (or train stations) shall be based on the most economical form reasonably available. Public transportation systems shall be utilized where convenient and available.
9. Rental cars shall not be used where other available forms of public transportation would be suitable and of less cost. Reimbursement shall be based on actual costs, minus all costs associated with personal use. Gas for the rental car should not be listed here. It should be listed under "Other".
10. Entertainment expenses are not reimbursable under this policy.
11. Items reported as other shall be described and documented.