



# CP#25-08 – Board of Directors Expenses

Approved: 02/15/08 | Revised: 10/19/19

**1.0 Purpose of Council Policy:** It is consistent with mission and business activities of ICC that ICC Board Members and others travel and incur other costs on behalf of ICC. ICC will pay for or provide reimbursement for these expenses as set forth in this Policy.

## **2.0 Rules and Procedures:**

**2.1 Travel by the Board President:** The President of the Board and his or her spouse/companion are authorized to travel at ICC's expense to attend meetings of the ICC Board of Directors and Committees of the ICC Board, ICC Code Development Hearings, and the ICC Annual Conference, and otherwise represent ICC.

**2.2 Travel by the Vice President, Secretary/Treasurer and ICC Board Members:** The Vice President, Secretary/Treasurer, and other members of the ICC Board are authorized to travel at ICC expense to attend meetings of the ICC Board of Directors and Committees of the ICC Board, and, when authorized by the Board President, to otherwise represent ICC.

**2.3 Travel by Spouses/Companions of ICC Board Members:** Service on the ICC Board requires Board members to make a substantial commitment of time and energy, without financial compensation; to travel extensively; and to spend substantial amounts of time away from their homes and families. These demands are even greater for the Board President and Vice President, and can deter well-qualified individuals from seeking to serve on the ICC Board or to serve as President or Vice-President. It is consistent with the bona fide business purposes of ICC to help mitigate these effects by providing a limited allowance for travel by spouses/companions to certain ICC functions. The Board therefore establishes the following policies.

**2.3.1** ICC will reimburse Board members for the reasonable travel expenses of spouses/companions for attendance at the ICC Annual Conference. The Board President may authorize reimbursement for other spouse/companion travel under exceptional circumstances.

**2.3.2** ICC will reimburse the Board President and Vice President for the reasonable travel expenses of members of their immediate families for attendance at the Annual Conference.

**2.3.3** ICC will issue an IRS Form 1099 to each person who is reimbursed for the travel expenses of a spouse/companion or immediate family member. Such reimbursements will be "grossed up" for tax purposes, which will transfer the tax burden to ICC.

**2.4 Travel by ICC Business Associates:** In certain circumstances, it will benefit ICC if individuals who work in fields related to ICC's mission and business activities attend certain ICC functions. It is therefore consistent with the bona fide business purposes of ICC to facilitate such attendance by paying the travel expenses of such individuals. Therefore, the Board President, Vice President, in collaboration with the ICC CEO, are

authorized to invite such individuals to attend ICC functions and to reimburse the travel expenses of such individuals.

**2.5 Processing:** All reimbursements referenced in this Policy will be determined and processed in a manner consistent with ICC's general travel reimbursement policies.

**2.6 Clothing Apparel and Accessories:**

**2.6.1** Displaying the ICC logo publicly evidences support of the ICC mission. Accordingly, the Board President and CEO are authorized to purchase and distribute to Board members clothing apparel and accessories that display the ICC logo.

**2.6.2** ICC will reimburse the Board President up to a total of \$3000 during his or her tenure for the purchase of clothing apparel to be worn by the Board President at the events described under section 2.1 of this Policy.

**2.7 Tokens of Appreciation:**

**2.7.1** The Board President is authorized to spend up to a total of \$3,750 per year for tokens of appreciation to the Board members for their volunteer service to ICC.

**2.7.2** The CEO is authorized to spend up to a total of \$7,500 per year for cash and non-cash gifts to the outgoing Board President and the outgoing Immediate Past President as tokens of appreciation for their dedication, commitment and contribution to ICC and its mission.

**2.7.3** ICC will issue an IRS Form 1099 to each individual who receives any such tokens of appreciation, as required. Additional amounts will be included in the tokens of appreciation, such that they are "grossed up" for tax purposes, thereby transferring the tax burden to ICC.