

## ***ICASE REIMBURSEMENT GUIDELINES***

This guideline should be used when completing the ICASE Expense Report form for reimbursement for ICASE related expenses for ICASE activities as outlined below.

- 1. Only expenses directly related to the ICASE-related business as approved by the executive committee will be reimbursed.**
2. The ICASE executive committee has approved reimbursement for expenses related to:
  - a. Executive Committee member attendance at executive committee meetings
  - b. Meetings for committees and subcommittees that have been established by and approved by president/chair of the Executive Board, e.g., Legislative, Professional Development, and Membership/Fiscal Management, and approved subcommittees.
  - c. Roundtable activities approved for reimbursement by the Executive Committee.
  - d. Attendance at meetings and conferences at which the member has been designated to represent ICASE

NOTE: Reimbursement for expenses for other meetings may be approved by the Executive Committee.

NOTE: Reimbursement for expenses for committees (Governmental Affairs, Fiscal Management, Membership, Professional Development) need prior approval of anticipated expenses by the committee chair.
3. Mileage will be reimbursed at the IRS rate for actual miles driven to and from the participant's home or office for attendance at the ICASE-related activity for distances greater than 75 miles one way.
4. When applicable, members should use hotels with which ICASE has arranged direct billing in which case the expenses for lodging should not be included on the ICASE Expense Report. Hotels will be reimbursed for out of state travel. In state hotels will only be reimbursed for executive and committee meetings if:
  - a. distance to meeting is greater than 120 miles from member's home
  - b. meeting begins prior to 8:30 AM.
5. Reimbursement for lodging will not cover expenses for phone calls, videos rental, etc.
6. Rental car, airfare, lodging, Internet fees, and parking will only be reimbursed if an itemized bill is attached. A credit card receipt is not sufficient.
7. A per diem rate of \$35/day will be issued to traveler upon receipt of reimbursement form if per diem rules are met. It is recommended that anyone with an ICASE credit card, not to use that for food.
  - a. Gone for a full day for out of state travel. Partial and travel days will not be reimbursed.
  - b. Gone for a full day for in state travel, with prior approval from executive committee.
8. Use ICASE tax-exempt form and carpool whenever possible.
9. When traveling out of state, ICASE will reimburse whichever is cheaper; mileage, flights or car rental. Flights booked later than two weeks before travel will not be reimbursed. You must turn in proof of comparison of:
  - a. Mileage at federal reimbursement rate
  - b. Rental car quote for travel and days
  - c. Two flight quotes (from before travel)

The ICASE Expense Report should be submitted to the ICASE Treasurer for reimbursement within 30 days of the event for which reimbursement is being requested.

