

# REIMBURSEMENT POLICY

## The IAPMO Group

### Staff Members

The following policy, as duly adopted by the Board of Directors, is intended to inform all staff about the procedures involving reimbursement of expenses arising out of their participation on IAPMO Committees and/or IAPMO business.

In order to be reimbursed for expenses, the following procedure must be followed:

1. Prepare an IAPMO Expense Form and submit such form to IAPMO World Headquarters within 30 days. Forms may be:
  - Mailed to 4755 E. Philadelphia Street, Ontario, CA 91761-2816, USA, Attn: Accounts Payable; or,
  - E-mailed to [AccountsPayable@iapmo.org](mailto:AccountsPayable@iapmo.org).
2. Attach required documentation (as hereinafter described) to IAPMO Expense Form at time of submission.

In order to comply with Federal and State Tax Laws, the following documentation must be provided in conjunction with a request for reimbursement of expenses:

*All travel and entertainment records must contain the name(s) of the individual(s); the nature of the business expense; the date said expense was incurred; the location of the event; and the reason for said expense. For those issued a Wells Fargo Visa Corporate credit card, receipts must be submitted in a timely manner. Please note that it is not necessary to attach these receipts to the IAPMO Expense Form since said expenses are not being reimbursed.*

#### 1. TRANSPORTATION

**1.1 Airline Tickets.** ALL airline tickets, hotel reservations and car rentals related to business travel are to be obtained by contacting someone in the Travel Department at (909) 472-4122, (909) 472-4123 or (909) 472-4100, ext. 8135 (direct extensions).

No other method of payment for business-related tickets will be reimbursable, unless prior authorization is received from the Administration Department. In order to secure the lowest airfare, every effort should be made to schedule your airline reservations not less than thirty days prior to the scheduled meeting. If you elect to drive to a meeting, you will be reimbursed at the current IRS rate.

**1.2 Car Rental/Mileage.** If you have the option to drive or fly and choose to drive, IAPMO will reimburse you at the current IRS rate or at the least expensive coach class air fare, whichever is less (The IAPMO Group will determine the coach class airfare by contacting its own travel department).

If you elect to rent a car for company business, you must do so through the IAPMO travel department. When renting a vehicle through the IAPMO Group AVIS Central Billing account, the Loss Damage Waiver (LDW) coverage and the Personal Accident Insurance (PAI) will be included and prepaid. However, the rental agent may not be aware of this and may ask whether you wish to decline the coverages. If offered, do NOT decline LDW or PAI.

## **2. HOTEL**

**2.1 Hotel Stay.** The IAPMO Group will pay for your pre-approved hotel room, beginning the night before the meeting and ending the day after the meeting. If an individual chooses to stay beyond the aforesaid number of days, such stay will be at the sole cost and expense of such staff. In the event a staff member's flight cost is significantly lower with a Saturday overnight stay, the IAPMO Group will pay for such stay.

**2.2 Payment of Hotel Bill.** For designated meetings, your hotel room bill will be put on a master account and the bill will be sent directly to IAPMO.

**2.3 Reservations.** Room reservations should be made by contacting the IAPMO Travel Department and they will handle all the appropriate reservations on your behalf.

## **3. EXPENSES**

**3.1 Reimbursable Expenses.** The IAPMO Group will reimburse you for expenses incurred for parking and tolls. Reimbursement will be made for tips to bellmen, porters and taxi drivers that do not exceed the following guidelines:

### **3.1.1 Restaurants**

Maitre d': 0 percent  
Waiter: 15 percent maximum  
Captain: 5 percent maximum

### **3.1.2 Hotels**

Bellman (Porter): \$1.00 per bag  
Maid: \$1.00 - \$2.00 per night, depending upon quality of hotel  
Valet: \$3.00  
Doorman: \$1.00 for luggage handling or hailing cab  
Hat/Coat Check: \$1.00 per person  
Taxi: 15 percent of fare, \$1.00 minimum  
In-Room movies: Maximum of 1 in-room movie per day

### **3.1.2 Baggage Fees**

You will be reimbursed for the cost of checking up to two (2) pieces of luggage that include your clothing and other items required for the business aspect of the trip. IAPMO will not reimburse you for the cost of fees associated with personal items such as golf clubs and surfboards, by way of example.

**3.2 Non-Reimbursable Expenses.** The following types of expenses will not be reimbursed by the IAPMO Group:

- i. Dry Cleaning
- ii. Gift shop charges (Except for beverages and snacks)
- iii. Bar charges

## **4. MEALS**

Meals for staff while traveling for business purposes for IAPMO will be reimbursed. Meals including gratuities must be reasonable per IRS guidelines. IAPMO will generally reimburse for the reasonable cost of daily meals (including beverages) not exceeding the periodically set limit (currently set at \$100). Reimbursement in excess of the daily limit may be allowed if circumstances support reasonableness of excess amount.

## **5. ALCOHOL CONSUMPTION**

Staff are expected to act responsibly in relation to alcohol consumption while on business. The cost of a beverage with dinner will be reimbursed as part of the meal expense.

Drinks that are not associated with a meal or drinks taken at a bar will NOT be reimbursed, except with a legitimate business development reason AND approval by a member of senior staff.

**6. RECEIPTS REQUIRED**

An itemized statement with receipts or an explanation will be required for reimbursement of any expense. This includes: meals, parking, taxis, subways, busses, tips, etc. Receipts should also be kept for hotel room charges.

***REMEMBER, NO DOCUMENTATION, NO REIMBURSEMENT!***