
All travel undertaken on behalf of The Conference must adhere to the travel policy approved by the board of directors. Anyone on official travel for The Conference is representing the organization, its mission, values, and purpose at all times and should seek to actively promote the national board examination and regulatory standards.

Expectations:

1. Volunteers and staff book their own travel keeping in mind the non-profit status of The Conference and their responsibility to be good stewards of organizational funds. Any airfare over \$600 must be pre-approved prior to purchase by the Executive Director and/or the Secretary/Treasurer.
2. The Conference will reimburse only for main/economy cabin or economy plus for international travel. Any upgrades will be deducted from the expense report prior to reimbursement.
3. Travelers should book the most reasonable airfare without regard to a specific carrier. If you choose to purchase a more expensive ticket on your preferred carrier, you will be reimbursed the difference. Direct flights are recommended where possible.
4. Travel reservations must be made at least 30 days in advance to take advantage of lower rates. Any reservation made less than 30 days in advance is subject to review and reimbursement will be at the discretion of the Executive Committee.
5. Driving to an event is permitted and will be reimbursed at the current IRS rate up to the cost of reasonable airfare. To seek mileage reimbursement a PDF of the route showing the mileage is required. (ex. Google maps, Apple Maps). Mileage to and from the airport is also reimbursable at current IRS rate. Hotel parking at the meeting site is reimbursable provided parking plus mileage does not exceed the cost of reasonable airfare.
6. Airport parking is reimbursable for long-term or economy rates. Fees for short-term and garage parking are not covered.
7. Transportation to and from the airport via shuttle/taxi/Uber/Lyft is reimbursable.
8. Rental Cars are allowed in rare circumstances and only with pre-approval of the President or Executive Director. Car rental should be considered for use if transportation to/from the airport to the meeting destination exceeds the cost of the rental car.

9. The Conference arranges hotel accommodations and meeting space. Depending on the event, reservations may be done through the office as a group rooming list or may need to be done individually. The staff will share details specific to each event prior to travel. Please note all hotels require a card at check-in for incidentals.
10. If an extended travel delay or layover of over four hours occurs an airline club access fee of up to \$75 is reimbursable.
11. The primary purpose of reimbursable travel on behalf of The Conference is organizational business. Guests are welcome though may not attend business meetings, events, or working sessions unless registered or explicitly pre-approved by the board president.
12. The Conference does not reimburse guest fees, gratuities over 20%, early check in, travel insurance, oversized bags, excess baggage, or upgraded seat or cabin fees.

Reimbursement Guidelines:

1. All expense reports must be submitted within 30 days of travel for reimbursement. Any expenses received after that deadline are not reimbursable. Original receipts of expenses must accompany the expense report form and be submitted to The Conference via email or postal mail.
2. ICFSEB will use IRS per diem rates when calculating mileage, food, and incidentals. Receipts are not required for meals and incidentals.
3. International travelers should use the most up to date conversions and submit expense reports in U.S. funds for reimbursement.
4. In the event a traveler must cancel the trip outside the cancellation window outlined by the hotel, they will be responsible for reimbursing The Conference for no-show costs for accommodations and meals and any pre-paid expenses are not reimbursable.
5. Delegate grant recipients are required to attend all meetings and events in their entirety in order to seek reimbursement. Hotel accommodations are reimbursable only for the nights required by The Conference and are communicated via email prior to all meetings and events. Delegate Grants are awarded individually and are non-transferable.