

# INTERSTATE MEDICAL LICENSURE COMPACT

## **#10 – Policy on Reimbursement for staff travel and official functions**

ADOPTED: February 8, 2022

EFFECTIVE: February 8, 2022

AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- None

### **I. POLICY STATEMENT**

It is the policy of the Interstate Medical Licensure Compact (IMLC) to reimburse staff for reasonable and necessary expenses incurred during approved work-related travel and business meals, aka official functions.

Staff seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative reasonable course of action should be taken.

### **II. AUTHORITY**

IMLC Statute, Section 12, paragraph (f), provides the authority to establish this policy.

### **III. PURPOSE**

This policy is intended to provide guidance to staff regarding reimbursement related to travel or official functions.

### **IV. DEFINITIONS**

**Airfare** – Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Generally, this means obtaining coach class tickets and can include additional costs related for seat selection, early check-in, and to check up to 2 bags. Upgrades in seating class must be pre-approved.

**Alcohol** – Costs and expenses related to the purchase of alcohol may not be included in any request for reimbursement, including Business Meals.

**Authorization** – The executive director is authorized to review and approve payment for travel by staff. The IMLC Chair or Treasurer are authorized to review and approve payment for travel by the executive director.

**Automobile (personally owned)** – Travelers with a valid driver's license and personal automobile insurance may be reimbursed for mileage in lieu of air travel. The traveler should be aware that the extent of coverage provided by their automobile insurance company is for business and not personal travel. The traveler is responsible for increase costs charged by their automobile insurance company for using a personal vehicle for business travel.

Reimbursement is paid at the applicable U.S. government allowed rate, up to the otherwise reimbursable amount of air travel. Additional expenses resulting from the use of a personally owned automobile are not reimbursable if the result is an increase in the overall cost of the trip.

**Business expenses** – Business expenses, including costs for faxes, photocopies, internet charges, data port, and business telephone calls will be reimbursed with an itemized receipt.

**Business meals** – Meals not related to travel, or as part of official function during travel, will be reimbursed for the actual costs plus gratuities of business meals. A report must be provided, along with the appropriate receipts, which includes at a minimum: the list of attendees, the purpose of the meal and a statement of appropriateness, along with the reimbursement request form.

A budget line item will be established for annual expenditure and may only be increased with the approval of the Budget Committee. Where possible requests for these expenses should be obtained prior to the expenditure.

**Hotel / Lodging** – Travelers are expected to select reasonable, single occupancy room rates from mid-level hotels or motels, i.e., Marriott, Holiday Inn, Embassy Suites. When the hotel or motel is part of a conference or convention site, reimbursement will be paid at the conference rate.

**Incidental costs** – Incidental costs, such as tolls, mileage reimbursement, unanticipated shipping, change of plan costs, and any requests for reimbursement for costs not specified in this policy, must include a receipt and are subject to review prior to reimbursement. Expenses not authorized after review are the responsibility of the traveler.

**Meals** – The cost of meals will be reimbursed for the actual amount of the meals plus tips, up to an amount not to exceed \$75.00 per day for all meals. Receipts are required for all meal expenses without regard to the cost. Amounts in excess of \$75.00 and all costs/expenses related to alcohol are the sole responsibility of the traveler.

**Non-reimbursable Travel Expenses** – The following items that may be associated with business travel will not be reimbursed:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations and visa costs
- Personal entertainment expenses, including in-flight movies, headsets, health club fees, hotel pay-per-view movies, in-theater movies, social activities not related to formal conference activities

**Parking** – A receipt is required for all parking fees without regard to the cost. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

**Personal funds** – Travelers who use personal funds for travel expenses are eligible for reimbursement after the trip occurs and proper documentation is submitted.

**Prepayment of travel expenses** – IMLC will pay for airfare and travel related deposits. These payments will be made with an IMLC debit card.

**Reimbursement receipts** – Receipts for all expenses are encouraged and required for all expenses over \$25.00 and as noted in this policy.

**Ground transportation** – Travelers are encouraged to use public transportation when available and practical; including taxi, ride share, light rail, and bus options. Reimburse for rental cars and fuel expenses will be reimbursed when the most economical vehicle is selected and required for the business travel. Damage waivers offered as part of the rental agreement should be selected or pre-purchased. This form of transportation includes costs related to travel to and from the hotel for events, meetings, and meals.

**Travel for non-employees** – Additional costs for travel, lodging, meals, or other travel expenses for spouses, guests, or other family members will not be reimbursed.

**Use of business travel that includes personal activities** – Any personal activities related to business travel are not eligible for reimbursement. Cost variance in airfare, additional costs for lodging or car rental caused by the inclusion of personal activities must be reimbursed or deducted from the total amount to be reimbursed for the business travel.

## V. REIMBURSEMENTS

1. Requests for reimbursement and expense documentation must be submitted on IMLC approved forms and as soon after the travel is completed as possible, but in no case more than 60 days after the end of the fiscal year.
2. Requests for reimbursement of expenses which are exceptions to this policy are subject to review and approval. Should approval not be granted, the traveler assumes responsibility for the expenses. Pre-approval of exceptional expenses is recommended.
3. Pre-paid expenses will be via IMLC debt card. The expense must be recorded on the travel reimbursement form and the receipt(s) must be attached to the form.
4. Reimbursement will be made by the IMLC as soon as practical after the request for reimbursement is submitted and the review is completed. The traveler will be notified if the review will take longer than 5 business days.

## **VI. RESPONSIBILITY**

The executive committee shall be responsible for administering this policy and ensuring that this policy is current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The executive committee may delegate administration and maintenance of this policy to the executive director.