

Business Travel Expense Statement

The IRWA Expense Statement Form is used to request reimbursement by all travelers. The CEO will ensure that all reimbursement requests are reviewed and paid in a timely manner. Should there be any questions, the International Treasurer will contact you. The approved expense statement will remain on file for review by auditors and the IRS, if requested.

Region Vice Chairs, Committee Vice Chairs and members must submit Expense Statements to their respective Chairs for approval before submitting them to Headquarters for payment.

Timeliness

Expense claims for reimbursement must be received by Headquarters within 30 days of the expense. Claims received after 30 days will be forwarded to the IEC for approval and may be delayed until such time as they are approved. Conference related expenses must be received by the end of the month following Conference, or the expense will be reflected in the next fiscal year's financial report.

Receipts

The Association requires original receipts for any expense associated with airfare, hotel, meals and local travel charges. Please note that original airline receipts, not travel agency invoices, must be submitted. Receipts for other travel expenses of less than \$25 are not required to be supported by receipts, although it is recommended when possible.

Transportation

Airfares

Only advance purchase, discounted coach class is authorized (travelers may pay the difference for business or first class upgrades). Tickets should be purchased enough in advance, to take advantage of the lowest fares. If the traveler chooses to drive to a meeting in lieu of using commercial transportation, reimbursement will be based on reasonable cost, but in no case will expense be reimbursed that exceeds the applicable coach fare. More information concerning personal automobile travel limitations follows below.

Bus, Limo, Taxi

Reimbursement is authorized for actual business-related cost, plus tip.

Personal Automobile

Reimbursement is authorized at the IRS regulated amount. Parking and toll fees will be reimbursed as incurred with appropriate documentation. Mileage reimbursement will be limited to reasonable mileage, not to exceed 1,000 miles round trip when used in lieu of airfare with the reimbursement amount based on the actual documented mileage incurred multiplied by the approved IRS rate. Note: Use discretion when choosing method of transportation to and from the airport, because in many cases when traveling for more than five days, it may be less expensive to use an airport limo or taxi instead of parking a personal automobile at the airport.

Rental Vehicle

Consult the CEO in advance if a rental vehicle is required. Rental vehicles are reimbursed only when other methods of transportation are not reasonably obtainable or when it is more cost effective for a large group to rent a vehicle. If it is necessary to rent a vehicle, the following will

apply: a collision damage waiver must be purchased, unless traveler has current personal insurance which covers rental vehicles (this is to ensure that traveler will not be liable for out-of-pocket expenses should an accident occur); parking and toll fees will be reimbursed as incurred with appropriate documentation.

Lodging

Lodging expense will be reimbursed up to the rate and only at the hotel as contracted by IRWA for the specific meeting attended. When traveling to and from an IRWA event by personal automobile, a maximum of one night's lodging to and from the event will be reimbursed.

Meals

Meals will be reimbursed, including tips, on a daily basis not to exceed \$75 per day per traveler, with documentation. A general guideline is \$15 for breakfast, \$25 for lunch and \$35 for dinner. Per diem should be reduced accordingly, when the IRWA provides one or more meals as part of a planned meeting or event. When dining with other authorized IRWA travelers, record the expense amount share for each person if you pay for the entire bill. When traveling to and from an IRWA event by personal automobile, a maximum of one day's meal allowance to and from the event will be reimbursed.

Phone

Telephone expense for all Association business calls while traveling will be reimbursed. Air-to-ground calls will not be reimbursed. Telephone charges incurred for personal and/or non-IRWA business use while in IRWA travel status are not reimbursable.

Registration Fees

Association registration fees for the IRWA International Education Conference will be handled by Headquarters prior to the conference. As required for other meetings where a registration fee is collected, reimbursement will be made to the authorized IRWA traveler at the standard amount specified (late registration fee will not be reimbursed).

Reimbursement Checklist

Before submitting your expense claim, please use the following checklist:

- Is original airline receipt attached
- Is the original hotel bill attached
- Have you provided original receipts for all meals
- Is documentation for car travel provided and prior approval obtained
- Are the dates, location and purpose of your activity correct
- Did you include receipts for ground transportation
- Are registration receipts, if appropriate, included
- Is documentation for miscellaneous items provided
- Are all the expenses claimed allowed under current policy
- Does your form need a Chair approval
- Have you signed and dated the form in the proper place
- Are all items claimed under the appropriate heading
- Are room charges, meals, etc. separated on claim, by day