

**IPA Policy Manual**  
**Chapter 6 – Staff**

6.1 Travel Reimbursement

Association staff shall be reimbursed for business related travel as follows.

Meals and Incidentals

The following are maximum reimbursements allowed for each meal:

Breakfast - \$9.00  
Lunch - \$13.00  
Dinner - \$24.00  
Incidentals - \$4.00

IPA staff members may claim a total meals and incidentals reimbursement of \$50.00 for travel involving an overnight hotel stay and at least three meal periods.

Other Expenses

The following will be reimbursed at actual cost: hotel (if traveling over 125 miles one way or otherwise approved by the Executive Director), parking and tolls. Other expenses may be approved by the Executive Director.

Travel

- (a) Travel other than by automobile must be approved by the Executive Director.
- (b) Employees who use their personal vehicle for business related travel shall be reimbursed at the Internal Revenue Service (IRS) mileage reimbursement rate, as amended from time to time.
- (c) Employees who are provided with a vehicle at Association expense shall reimburse the Association for personal use in accordance with IRS guidelines.

Documentation & Receipts

All requests for reimbursement must be accompanied by appropriate documentation, as determined by the Association. A receipt must accompany all requests for reimbursement.

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