CP#25-08 – Board of Directors Expenses

Approved: 02/15/08 | **Revised:** 04/18/2026

1.0 **Purpose of Council Policy:** It is consistent with mission and business activities of ICC that ICC Board Members and others travel and incur other costs on behalf of ICC. ICC will pay for or provide reimbursement for these expenses as set forth in this Policy.

2.0 **Reimbursement**: All Board travel and expenses for which reimbursement by ICC is requested shall be in accordance with this policy. Expense reimbursements are to be submitted to the designated staff liaison.

3.0 **Authorization:** All travel and entertainment shall be in accordance with this policy and is subject to budgetary constraints and prudent allocation of ICC's resources. All travel shall be authorized pursuant to this policy.

4.0 **Rules and Procedures:**

4.1 **Travel by the Board President:** The President of the Board and their spouse/companion are authorized to travel at ICC's expense to attend meetings of the ICC Board of Directors and Committees or assignments of the ICC Board, ICC Code Development Hearings, and the ICC Annual Conference, and otherwise represent ICC.

4.2 **Travel by the Vice President, Secretary/Treasurer and ICC Board Members:** The Vice President, Secretary/Treasurer, and other members of the ICC Board are authorized to travel at ICC expense to attend meetings of the ICC Board of Directors and Committees or assignments of the ICC Board, and, when authorized by the Board President, to otherwise represent ICC.

4.3 **Travel by Spouses/Companions of ICC Board Members:** Service on the ICC Board requires Board members to make a substantial commitment of time and energy, without financial compensation; to travel extensively; and to spend substantial amounts of time away from their homes and families. These demands are even greater for the Executive Committee, and can deter well-qualified individuals from seeking to serve on the ICC Board or to serve on the Executive Committee. It is consistent with the bona fide business purposes of ICC to help mitigate these effects by providing for travel by spouses/companions to certain ICC functions. The spouses/companions also conduct business activities such as planning for the annual conference. The Board therefore establishes the following policies.

4.3.1 ICC will reimburse Board members for the reasonable travel expenses of spouses/companions for attendance at the ICC Annual Conference, winter and summer meetings, but there shall be no carry over for any of these events if a spouse/companion misses such event. The Board President may authorize reimbursement for other spouse/companion travel under exceptional circumstances.

4.3.2 ICC will reimburse the Board President and Vice President for the reasonable travel expenses of their immediate family members for attendance at the Annual Conference.

4.3.3 Reasonable travel expenses referenced in sections 4.3.1 and 4.3.2 include, but are not limited to, airfare, hotel, train fares, rental cars, personal auto usage, rideshare services, meals, and gratuities incurred during Board activities in furtherance of ICC's mission and business activities.

4.3.4 ICC will issue an IRS Form 1099 to each person who is reimbursed for the travel expenses of a spouse/companion or immediate family member. Such reimbursements will be "grossed up" for tax purposes, which will transfer the tax burden to ICC.

4.3.5 An individual is considered a "spouse/companion" if such individual is a spouse of the Board member, or if such individual could file a joint tax return with the Board member, or is a domestic life partner or shares a similar domestic life situation with the Board member. Such individual must contribute to the benefit of ICC.

4.3.5.1 Exceptions to this Section may be granted on a case-by-case basis by the Board President.

4.4 **Travel by ICC Business Associates:** In certain circumstances, it will benefit ICC if individuals who work in fields related to ICC's mission and business activities attend certain ICC functions. It is therefore consistent with the bona fide business purposes of ICC to facilitate such attendance by paying the travel expenses of such individuals in accordance with CP#4 – Member & Volunteer Travel Reimbursement Policy. Therefore, the Board President, Vice President, in collaboration with the ICC CEO (or their designee), are authorized to invite such individuals to attend ICC functions and to reimburse the travel expenses of such individuals.

5.0 **Air Travel Guidelines:** Board members must book main cabin class airfare for all domestic travel. Business class air travel is allowed only for Board members and a spouse/companion when traveling overseas for business purposes on flights longer than 6 hours in duration and when the travel has been approved in advance by the ICC Board President.

5.1 Non-refundable tickets should be used when possible, as they still hold value if not used and can be applied toward a future trip on the same airline, minus a service fee.

5.2 Airfare purchased in advance of the trip that appears on a traveler's credit card bill before the trip is taken may be submitted for reimbursement on a separate reimbursement form prior to the trip. After the trip, any final credits or additional charges should be reconciled on the associated trip expense reimbursement form.

5.3 Air travel can include other supplemental fees and expenses which may be reimbursable according to the following guidelines and apply to travelers seeking reimbursement for airline-related expenses:

(1) Baggage fees are reimbursable only for the first bag of each traveler unless there is a business reason, such as the approved transportation of

business papers, equipment, and/or the traveler is on a business assignment of 14 days or longer. A valid business justification must be provided with the expense report in order for additional baggage to be reimbursable.

(2) Fees for overweight baggage charges are non-reimbursable unless there is a valid business justification, which must be provided with the expense report.
(3) Seat assignment charges are reimbursable only if there is no alternative for seat assignment.
(4) Unavoidable fees associated with changing a travel itinerary for a business purpose or an emergency are allowable expenses. If change fees are incurred while traveling, documentation must be submitted with the expense reimbursement form. Changes involving additional fees should not be made solely for convenience purposes.
(5) Additional costs for upgrades in classes of service, including seat upgrades, are non-reimbursable unless there is no alternative seat available.
(6) Early boarding fees are non-reimbursable.
(7) Exceptions to this Section may be granted and must be documented on a case-by-case basis by the Board President.

6.0 **Ground Transportation:** Board members should use the most economical form of ground transportation available.

6.1 **Personal Automobile:** If Board members use their personal automobiles for a business purpose, ICC will reimburse Board members for the cost of mileage based on the IRS standard mileage rate. The mileage reimbursement is intended to reimburse Board members for normal operating costs of the vehicle including fuel costs, maintenance, insurance, and vehicle depreciation. Cost of road tolls and parking fees may be submitted in addition to the mileage reimbursement.

6.2 **Taxi and Rideshare services:** The cost of taxis and rideshare services to and from places of business, hotels, airports, etc. in connection with ICC travel is reimbursable. Receipts are required for all transportation expenses.

6.3 **Rental Vehicles:** Rental cars are discouraged, however there may be occasions when there is a business need or purpose. Vehicle rentals are restricted to mid-sized vehicles when traveling alone. SUVs, full size sedans, and other large vehicles are expressly prohibited from reimbursement unless a valid business justification is provided with the expense report. Travelers should fill the gas tank just prior to returning a rental car. Collision insurance waiver (sometimes called Loss Damage Waiver) should be accepted.

6.4 **Parking:** Hotel, airport, and public parking expenses are reimbursable. Board Members are expected to use the most economical form of parking available.

6.5 **Rail:** All rail transportation must be in economy class.

7.0 **Lodging:** Lodging may be arranged by ICC for meetings of the ICC Board of Directors. If lodging is not arranged by ICC and Board members require lodging for a business purpose, Board members may request reimbursement for lodging that is reasonable and appropriate for the business purpose and location. Suites and other upgraded rooms are not allowable expenses. If there is a valid business need for a non-standard room, the business purpose must be documented on the expense report.

8.0 **Meals:** Meals may be arranged by ICC for meetings of the ICC Board of Directors. If meals are not arranged by ICC Board members will be reimbursed for meals during their travel that are reasonable and appropriate for the business purpose and location. The cost of all meals should not be lavish or extravagant. Board members may take business guests for a meal, and reimbursement requests for meals with guests should be reported as entertainment expenses.

9.0 **Alcohol:** ICC Board members will be reimbursed for alcohol during their travel or for business guests that are reasonable and appropriate for the business purpose and location. The cost of alcohol should not be lavish or extravagant. Reimbursement requests for alcohol should be reported as entertainment expenses unless submitted with a meal.

10.0 **Laundry:** Reasonable laundry charges are a reimbursable expense. A valid business justification must be provided with the expense report in order for laundry expenses to be reimbursable.

11.0 **Gratuities:** Gratuities should be limited to what a reasonable person would tip operating at his or her own expense.

12.0 **Other Reimbursable Expenses:** The following incidental expenses, when directly related to business travel, are reimbursable:

(1) Internet usage fees for business purposes.
(2) Replacement of damaged or lost personal care items such as clothing or toiletries.
(3) TSA Pre-Check registration fees for any director having at least six remaining months of potential board service.

13.0 **Associated Business-Related Expenses:**

13.1 Expenses that are lavish or extravagant will not be reimbursed. According to the IRS, an expense is considered lavish or extravagant if it is significantly more expensive than what is considered reasonable based on the facts and circumstances.

13.2 Expenses that are personal will not be reimbursed. If personal travel is combined with Board travel, only the business portion of the trip is reimbursable. Personal expenses should be paid for using personal credit cards or other methods that do not result in ICC paying for the personal expense.

13.3 Expenses for team building activities or advancing relationships amongst Board members may be reimbursed by ICC under the following circumstances:

(1) Cost: ICC will reimburse Board members for the cost of team building activities or advancing relationships if they are reasonable and necessary for the business group. The cost of team building activities should be within the budget allocated for the business group or Board member. The cost of such activities must not be lavish or extravagant.

(2) Approval: The team building activity must be pre-approved by the ICC Board President in writing prior to any financial commitment for the activity.

(3) Exceptions: Written exceptions to this policy may be granted on a case-by-case basis by the ICC Board President.

14.0 **Non-Reimbursable Expenses:** The following is not an exhaustive list but a general guideline for what would typically be non-reimbursable expenses:

- Travel Insurance
- Personal identification documents, including passports and drivers licenses
- Health club or social club fees
- Airline or other travel club fees
- Cost of purchasing luggage
- Expenses for the care of dependent children or family members
- Kennel or pet-sitting expenses
- Traffic violations, parking fines, personal vehicle repairs or maintenance
- Expenses incurred during a time when an ICC planned team building activity is taking place unless the Board member is still traveling.

15.0 **Processing:** All requests for reimbursements submitted under this Policy must be reasonable in amount and must be accompanied by all receipts and documentation required by the IRS for travel & entertainment expenses. Requests for reimbursement should be submitted to ICC's accounting department within 60 days of completion of the trip. Reimbursement will be processed in a manner consistent with this policy.

15.1 **Period of Covered Expenses:** Travelers are typically provided a period of covered expenses for their trip. Except as provided in this policy, only those expenses incurred during the period of covered expenses, or the duration authorized will be reimbursable.

15.2 **Reimbursement Form:** Reimbursement shall be submitted through the approved ICC Expense and Reimbursement system. In certain circumstances an ICC reimbursement form may be used in lieu of the ICC Expense and Reimbursement system when approved by the CEO or their designee. Reimbursement forms are to be filed with the ICC Chicago Regional Office within 60 days of travel completion.

15.3 **Reimbursement Submission:** Upon the completion of a trip, a request for reimbursement must be submitted for all expenses covered by this policy.

15.4 **Documentation:** Expense documentation (receipts) should be obtained for all expenses. Proper expense documentation shall consist of original airline ticket receipts, itemized hotel bills, credit card receipts and other such forms as are issued by the vendor. If expenses involve additional individuals, all individuals are to be identified.

15.4.1 Gratuities for meals should be included in the amount reported for that meal on the breakfast, lunch, or dinner line.

15.4.2 Items reported as other shall be described and documented.

15.4.3 By submitting the reimbursement or signing the reimbursement form, the traveler is stating that the reimbursement requested accurately reflects incurred expenses for the identified purpose with appropriate reductions for personal expenses, reimbursement from other sources and cash advances.

15.5 **Reimbursement Timeframe:** ICC will attempt to reimburse the traveler within 5 working days of receipt and approval of a reimbursement request.

15.6 **Reimbursement Payment:** The reimbursement will be paid to the person (or organization) named on the reimbursement form, unless ICC is otherwise instructed.

16.0 Additional Expense Authorizations

16.1 Clothing Apparel and Accessories:

16.1.1 Displaying the ICC logo publicly evidences support of the ICC mission. Accordingly, the Board President and CEO (or their designee) are authorized to purchase and distribute to Board members clothing apparel and accessories that display the ICC logo.

16.1.2 ICC will reimburse the Board Secretary-Treasurer up to a total of $3,000 during their tenure as an officer for the purchase of clothing apparel to be worn during their time serving on the Executive Committee at the events described under Sections 4.1-4.2 of this Policy. The reimbursable allowance amount contemplated under this Section 16.1.2 will be revisited every three years, taking into account any effects of inflation.

16.2 Tokens of Appreciation:

16.2.1 The Board President and CEO (or their designee) are authorized to spend up to a total of $5,000 per year for tokens of appreciation to the Board members for their volunteer service to ICC.

16.2.2 The CEO (or their designee) is authorized to spend up to a total of $7,500 per year for cash and non-cash gifts to the outgoing Board President and the outgoing Immediate Past President as tokens of appreciation for their dedication, commitment and contribution to ICC and its mission.

16.2.3 ICC will issue an IRS Form 1099 to each individual who receives any such tokens of appreciation, as required. Additional amounts will be included in the tokens of appreciation, such that they are “grossed up” for tax purposes, thereby transferring the tax burden to ICC.