

INTERSTATE COMMISSION FOR
ADULT OFFENDER SUPERVISION

07-2004 - TRAVEL, EXPENSE AND REIMBURSEMENT

POLICY NUMBER	ISSUED	REVISED
07-2004	December 1, 2004	April 15, 2026

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I. Purpose

The purpose of this policy is to establish clear and consistent standards governing travel, expenses, and reimbursement for Interstate Commission for Adult Offender Supervision (ICAOS) members and authorized participants, ensuring responsible use of Commission funds.

II. Scope & Applicability

This policy applies to all travel and related expenses incurred on behalf of the Interstate Commission, including Commission and committee meetings, training events, conferences, and other authorized activities. It applies to ICAOS members and other individuals authorized to incur reimbursable expenses on behalf of the Commission.

III. Policy

A. General Reimbursement Standards

1. Expenses must be:

- Reasonable, necessary, and directly related to authorized Commission business;
- Reimbursed after an event;
- This policy does not permit travel advances. If pre-purchase creates a financial hardship, contact the National Office.
- Submitted to the national office within thirty (30) days of the event using the approved expense report form;
- Incurred in compliance with this policy and applicable Commission approvals; and
- Supported by appropriate documentation, including receipts with the exception of per diem meal reimbursements or tolls under $5.

2. All reservations, modifications, and cancellations must be made within the registration period outlined in the travel authorization. Costs resulting from cancellations or modifications made after the applicable cut-off date are not reimbursable.
3. The national office may make administrative adjustments to reimbursement requests to correct errors. Such adjustments will be documented.

B. Travel Expenses

1. Authorization

   Travel conducted on behalf of the Commission must be approved in advance and follow Commission procedures. The national office provides written travel authorization including the business purpose and the expenses approved for reimbursement under this policy.

   The following expenses require advance written approval from the national office and are not reimbursable without such approval:

- Ticket changes or cancellation fees
- Airfare or mileage exceeding the $650 round-trip limit
- Excess baggage fees
- Rental vehicles
- Lodging rates exceeding the federal per diem rate as published by the General Services Administration (GSA)
- Expenses not submitted within thirty (30) days of the event

2. Transportation

Reimbursable transportation expenses may include airfare, rail, mileage, parking, tolls, standard baggage fees, and other necessary ground transportation incurred in connection with authorized travel.

- *Airfare*: Airfare shall be purchased at least 21 days in advance. Reimbursement is limited to $650 per round-trip ticket, inclusive of required airline fees and taxes.
- *Mileage and Ground Transportation*: Mileage for use of a privately owned vehicle will be reimbursed at the prevailing federal rate per mile established by the GSA in effect at the time of travel.
  - If a traveler elects to drive rather than fly, total mileage reimbursement may not exceed the $650 round-trip airfare cap.
  - Reimbursement for ground transportation is limited to expenses outlined in the traveler's written travel authorization. Approved ground transportation includes travel between a residence, airport, lodging, meeting location(s,) as well as parking and tolls.

- *Traveler Responsibility and Liability:* Travelers are solely responsible for any traffic citations, fines, or penalties incurred while traveling on Commission business. The Commission assumes no liability for accidents, injuries, or property damage arising from or related to official travel.

3. Meals and Incidentals

A. Authorized travelers shall receive per diem as established by the GSA for meals and incidentals incurred on authorized travel and business days when full meals (i.e., breakfast, lunch, and dinner) are not provided. Meal receipts are not required.

B. ICAOS funds shall not be used to purchase or reimburse alcoholic beverages. Any alcohol consumed in connection with a Commission-related event or travel is at the individual's expense and is not reimbursable.

4. Lodging

A. The travel authorization letter issued by the national office will specify lodging arrangements and responsibilities, including whether lodging and registration will be secured by the national office or must be arranged by the traveler.

B. Unless otherwise specified, lodging expenses are reimbursed up to the government per diem rate as established by the GSA.