

Institute of Management Accountants, Inc.

Board Policy A-152

A-152 – BOARD AND COMMITTEE MEETING TRAVEL REIMBURSEMENT

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Primary Reviewer: Performance Oversight and Audit Committee

The Institute of Management Accountants will provide reimbursements of qualified travel expenses to eligible members for in-person meetings upon request.

Eligibility

Voting members of the following board volunteer entities are eligible for travel reimbursement under this policy;

- Global Board of Directors

- ICMA Board of Regents
- Nominating Committee
- Standing, Advisory, and Technical Committees

Qualified Travel Expenses

Reimbursement is limited to the following expenses;

- Transportation:
 - Round-trip coach (economy) class airfare, including baggage fees, for air-travel time less than six hours is limited to \$800.
 - Round-trip coach (economy), including baggage fees, for air-travel time from 6-12 hours is limited to \$1,500.
 - Round-trip coach (economy), including baggage fees, for air-travel time greater than 12 hours is limited to \$3,500.
 - In lieu of air transportation, ground transportation including but not limited to bus, train, or mileage reimbursement at the IRS business reimbursement rate not to exceed the value of a coach (economy) class airfare, is permitted.
 - Parking and ground transportation (e.g. taxi, ride app) at either the point of origin and/or point of destination is limited to a total of \$100 for the entire trip.

Note #1 regarding air travel: For trips with air-travel time in excess of six hours, traveler may opt to travel in business class. In such case, no change will be made to the reimbursement amount under this policy and any excess cost (ticket over the reimbursement amount) will be borne by the traveler.

Note #2 regarding air travel: Where a traveler determines the reimbursement under this policy does not cover the full cost of a ticket, on an exceptional basis a request may be made to the Board Chair and the CEO for reimbursement of the ticket's full cost. Such request should be made prior to purchasing any ticket.

- Lodging;
 - In-region participant reimbursement is authorized at the approved IMA hotel and rate with the following limits;
 - 1 Day Meeting = 2 Nights reimbursement
 - 2 Day Meeting = 3 Nights reimbursement
 - 3 Day Meeting = 4 Nights reimbursement
 - Out-of-region participant reimbursement is authorized at the approved IMA hotel and rate with the following limits;
 - 1 Day Meeting = 3 Nights reimbursement
 - 2 Day Meeting = 4 Nights reimbursement
 - 3 Day Meeting = 5 Nights reimbursement
 - Exception to policy would be considered if a member were not able to stay at the IMA hotel due to room block being full or it is necessary for a member to stay at an airport hotel for transfers.

Policy

- Meetings, including duration, eligible for reimbursement will be approved by the Chair of the Global Board of Directors in advance.
- Regions are defined as North America/Mexico, Europe/Russia, Middle East/Africa, Asia Pacific/India, and Latin America excluding Mexico.
- Members must physically attend the meeting at the designated location to be eligible for reimbursement.
- Reimbursement requests must be made within two months of the meeting date.
- IMA will process expenses on an “accountable” basis, i.e., upon submission of substantiation of actual expenses, sufficient to satisfy the requirements in Treas. Reg. 1.62-2(e), up to the stated limits.
- Members shall request reimbursement only for out-of-pocket expenses actually incurred and not reimbursed by other entities (e.g. employers or airline/hotel reward programs)
- Reimbursement payments will be payable to the member and transferred into their account within 10 business days of receipt of the request for payment.