



# Travel Policy

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## Overview

This policy specifies the allowances and limitations on travel for IACA business. It covers anyone traveling and staying in a remote city at the behest of the IACA, including board members traveling to conferences and business meetings, instructors for the IACA Professional Training Series, committee members attending committee meetings, and keynote or general speakers at conferences, among others. The IACA Executive Board may override this policy in specific situations, but unless an alternate policy is specifically stated and enacted, this policy will be presumed to apply. Any exceptions must be approved by the IACA Treasurer in advance of any travel arrangements being made.

Travel dates, accommodation and anticipated expenses must be submitted to the IACA Treasurer and approved by the IACA Executive Board prior to booking. Once approved, travel arrangements may be made by contacting the IACA-approved travel agency and/or directly with the IACA Treasurer. Hotel and per diem/stipends outside of required travel dates will not be covered by the IACA.

At the discretion of the IACA Executive Board, travelers may be provided with an option to submit special airline, lodging, and itinerary requests to the IACA Treasurer. If the traveler's preferred itinerary exceeds the cost of the lowest priced itinerary, the IACA will notify the traveler of the variance and the traveler will make the decision on the final itinerary. The traveler is responsible for any additional cost above the lowest priced itinerary, through use of a personal form of payment or a direct payment to the IACA Treasurer.

If actions taken by the traveler, such as staying fewer than the authorized nights, using alternate forms of transportation or staying at a less expensive hotel result in cost savings to the IACA, these savings are not reimbursable to the traveler, nor may the cost savings be applied to other expenses not otherwise covered by the IACA.

## Airfare

At the discretion of the IACA Executive Board, travelers may submit preferred itineraries and airlines to the IACA-approved travel agency listed in the "Reference" section below however, the lowest airfare possible that meets the following criteria will be purchased:

- No traveler will be required to make more than one stop unless it is fiscally responsible or physically impossible.

- No traveler will be required to begin travelling between the hours of 11:00pm and 05:00am (although travelers can choose to do so).

Travelers may choose an alternate form of transportation and will be reimbursed for the pre-approved expenses (including mileage, as outlined below) up to the price of the lowest airfare that meets the above criteria.

Travelers who wish to extend their stay beyond what is required for IACA business may do so at their own expense. If the airfare on such dates exceeds the airfare on normal IACA travel dates, the traveler will pay the difference. The IACA-approved travel agency will require a personal credit card to cover the overage.

If requested, the IACA-approved travel agency will attempt to accommodate special requests such as emergency exit row seating, but the traveler will be responsible for all additional costs. Special requests are not guaranteed.

“Early bird check-in” and “curb side check-in” fees are the sole responsibility of the traveler and are not reimbursable.

Refundable rates will be purchased in most instances. If a non-refundable fare was booked for the traveler and the traveler is no longer able to make the trip, the traveler may be invoiced for the cost of the unused airfare.

## **Baggage Fees**

The IACA will attempt to pre-pay for baggage fees for your first checked bag on either domestic or international flights. If pre-payment is not an option at the time of booking, traveler will be reimbursed once a receipt is provided to the IACA Treasurer. Fees for additional bags, carry-ons, or for overweight bags are not reimbursable, unless requested or are pre-approved by the IACA Executive Board.

## **Mileage**

For travel that takes place within the traveler’s local area, the IACA will reimburse mileage for trips that exceed 25 total miles per day. Mileage is calculated based on the to and from addresses provided to the IACA Treasurer. Reimbursement will be at the federal standard rate for the country in which the trip takes place (e.g. GSA for the U.S.). This provision applies only to trips undertaken in the traveler’s personal vehicle and does not include government issued vehicles. This mileage rate does not apply to transportation to and from the airport.

Travelers are responsible for ensuring the appropriate type of insurance for the purpose for which they are travelling. IACA is not responsible for mechanical issues, accidents or traffic violations for travel in personal vehicles.

## **Lodging**

The IACA will cover actual lodging expenses during approved IACA-related travel dates, up to the U.S. government maximum for the location where the travel takes place. The IACA will exceed the federal maximum only when:

- 1) The event is at a specific hotel that has a designated rate for the event (e.g., the IACA conference).
- 2) No lodging at the federal maximum can be found.

The IACA will attempt to pay for lodging directly, but on some occasions, travelers may have to pay for their own rooms and submit the receipts to the IACA Treasurer for reimbursement.

The IACA will not cover in-room dining, movies, or other amenities; travelers will still have to present their own credit cards for “incidentals” when checking into the hotel.

The IACA will not cover lodging expenses for anyone residing within 25 miles of the event hotel, unless travel benefits are extended as part of serving on a chartered IACA committee.

## **Meals and Incidental Expenses**

The IACA will provide either a fixed daily stipend or a “Meal and Incidental Expense” per diem reimbursement at the current U.S. government rate for the location in which the travel takes place for those travelers who qualify. Travelers who qualify for a per diem will receive 75% of the rate on travel days. Travelers who qualify for a per diem will also receive an additional sum equal to \$25 per day, including travel days, in lieu of gasoline, airport parking, tolls, tips or any other miscellaneous expenses not covered elsewhere in this policy.

## **Ground Transportation**

The IACA will cover shuttle, train, metro, taxi, or ride-share expenses from the traveler’s home or work to the airport and back (up to 30 miles each way, if using taxi or ride-share). The IACA will cover the ground cost from the airport to the event location and back. Tips for ride-shares will be covered, up to 20% of the ride. Travelers should choose the most economical ride-share

option for the size of party of riders who would be covered by this Travel Policy. Receipts must be submitted to the IACA Treasurer for documentation and/or reimbursement.

If the event requires the traveler to rent a car, the IACA will reserve, and pre-pay for, a vehicle at the lowest available rate for a compact or economy car. The IACA Executive Board may override this policy and authorize a vehicle upgrade based on multiple passenger use. IACA will cover the insurance option offered by the rental car company. However, all travelers renting cars are expected to maintain their own regular auto insurance policy and hold a valid driver's license without restrictions. IACA will also pre-pay for a tank of gasoline if the option is available from the rental car company.

Travelers outside of the United States are responsible for ensuring any other appropriate type of insurance for the purpose for which they are travelling.

If a rental car is necessary, the IACA will also reimburse for non-valet overnight parking fees at the event location and gasoline, if not available for pre-payment. Receipts must be submitted to the IACA Treasurer for reimbursement.

## Exclusions

Anything not specifically covered in the policy should be presumed to be excluded. The IACA explicitly does not provide any reimbursement for the following expenses:

- Automobile insurance, except as offered by an approved rental car company.
- Automobile upgrades.
- Tips (except for ride-share), porter services, maid services, or room service.
- Personal entertainment.
- Taxis and other travel that is not specifically required to get to/from the event location.
- Mileage or gasoline for trips of less than 25 miles per day.
- Tolls not specifically required to get to/from the event location.
- Changes and upgrades to airline tickets not authorized by the IACA.
- Fees imposed by hotels for early or late arrivals or departures, unless pre-authorized.
- Fees for additional bags, carry-ons, or for overweight bags, unless pre-authorized.

## Travel Delays

In the event of a travel delay due to circumstances beyond the traveler's control, IACA will reimburse lodging at the GSA rate for the area in which the delay occurred, as well as ground transportation required to get to and from lodging. Standard rules for lodging and ground transportation above apply to delays. Receipts should be submitted to the IACA Treasurer for reimbursement.

## Reference

Current U.S. government rates for mileage, lodging, and per diem can be found at <http://www.gsa.gov/travelpolicy>.

[2025 IACA Volunteer Benefit Policy](#)

### Travel Management Group

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