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**I. Authorization**

Article VIII(A) and (B) of the Interstate Compact for Juveniles in relevant part, provides: “The Interstate Commission shall pay or provide for the payment of the reasonable expenses of its establishment, organization and ongoing activities,” and “The Interstate Commission shall keep accurate accounts of all receipts and disbursements.”

**II. Policy**

This policy ensures the prudent and reasonable use of Commission fund in the conduct of official business. It also ensures fair and equitable treatment of Commission members/authorized travelers by defining authorization procedures for business travel and guidelines for expense reimbursement.

Authorized travelers will be reimbursed for approved expenses at the conclusion of an event in accordance with this policy. Travel advances are not provided by the Commission.

Federal per diem rates are based on the event location and available on the [U.S. General Services Administration \(GSA\) website](#).


A receipt must be submitted for each item for which reimbursement is requested, except for meals and incidental expenses included in per diem reimbursement. Credit card statements do not qualify as receipts.

**III. Responsibility**

The Commission will reimburse authorized travelers for travel expenses as specified in the official event announcement or as pre-approved by the Executive Director.

The authorized traveler is responsible for requesting prior approval for any expenses that exceed amounts specified in this policy. The Executive Director is responsible for reviewing and approving any exceptions to this policy.

Each member state is responsible for the advanced purchase of travel tickets, rental cars, lodging, and other related expenses, unless otherwise indicated in the official event announcement.

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#### IV. Procedures

Authorized travelers will be reimbursed for expenses as described below.

##### A. Meals and Incidentals


1. Authorized travelers shall be reimbursed at federal per diem rates for meals and incidentals incurred, except when meals are provided.
2. For travel days, the reimbursement rate shall be 75% of the federal per diem rate.

##### B. Travel Costs

Authorized travelers shall use the most economical means for travel considering cost, time, and transportation availability.

##### 1. Air Travel

- a. The maximum reimbursement rate for airline tickets shall be \$800, unless a higher rate is indicated in the official event announcement or approved by the Executive Director.
  - i. Tickets shall be purchased at least 30-days in advance of travel.
  - ii. Tickets shall be coach or discounted fares. Purchase of first-class tickets is allowable only when the fare is no higher than the coach fare, or if the traveler opts to use frequent flyer points for a first-class upgrade.
  - iii. If purchasing an airline ticket creates a financial hardship, the authorized traveler shall contact the National Office for authorization to utilize a travel agency approved by the Commission.

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b. The baggage fee for one standard item of luggage is reimbursable.

c. The following expenses are not reimbursable:

- i. Ticket change fees;
- ii. Excess baggage fees; or
- iii. Upgrade charges.

## 2. Personal Vehicle

a. Authorized travelers may be reimbursed for mileage in accordance with the current federal Privately Owned Vehicle (POV) reimbursement rate on the date of travel, so long as the total reimbursement requested does not exceed the cost of an airline ticket purchased at least 30-day advance.

b. Authorized travelers may be reimbursed for mileage between the traveler's residence/workplace and airport, in accordance with the current federal POV reimbursement rate on the date of travel.

c. The authorized traveler shall submit proof of mileage based on a web mapping service, such as Google Maps or Map Quest.


d. Fees for parking at an airport or event are reimbursable up to \$25.00 per day.

e. Toll fees are reimbursable.

f. Fees for traffic tickets or citations are not reimbursable. The Commission is not liable for any accidents or damage resulting from travel associated with Commission business.

## 3. Commercial or Public Ground Transportation

a. Ground transportation between the airport and the event location is reimbursable and shall not exceed \$75.00 round trip.

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- b. Train tickets are reimbursable, so long as the total reimbursement rate does not exceed the cost of a 30-day advance purchased airline ticket.
- c. Rental car fees are not reimbursable unless prior authorization was granted by the Executive Director.

**C. Lodging**


- 1. Official event announcements will provide detailed instructions for securing, modifying, or cancelling rooms.
- 2. Lodging expenses are reimbursable up to the federal rate.
- 3. Room-related incidentals are not reimbursable. These include, but are not limited to: in-room movies, in-room internet, and alcoholic beverages.
- 4. Regardless of whether lodging is billed directly to the National Office, authorized travelers may be required to provide a credit card when reserving lodging and/or at check-in, as required by the hotel.

**V. Cancellation and No-Show Policy**

- A. All reservations, modifications, and cancellations must be made within the registration period, as outlined in the official event announcement.
- B. Authorized travelers will not be reimbursed for expenses incurred due to cancellations or modifications to reservations after the registration period cut-off date.
- C. If an authorized traveler does not participate in an event as planned, no reimbursement will be issued for any expenses related to event reservations or travel, including room and airfare.

**VI. Miscellaneous Items and Restrictions**

- A. Authorized travelers shall not be reimbursed for expenses incurred on days other than travel days and days approved for conducting official Commission business.

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- B. Expenses incurred by anyone other than the approved traveler are not reimbursable.
- C. Authorized travelers may be reimbursed for actual costs greater than the rates set forth in this policy if approved by the Executive Director. All requests for actual costs greater than the pre-approved rates shall be accompanied by supporting documentation.

**VII. Expense Reporting**

- A. The National Office shall provide authorized travelers with expense reports and/or other instructions for requesting reimbursement.
- B. Authorized travelers shall submit expense reports in accordance with this policy.
- C. When an agency incurs approved travel expenses on behalf of an authorized traveler, a separate expense report shall be submitted. The authorized traveler and agency shall not be reimbursed for the same expense.
- D. Authorized travelers shall submit an expense report and required receipts to the National Office within 30-days following the event.