

Independent Community Bankers of America

EXPENSE ACCOUNT POLICY

GENERAL GUIDELINES

- * When only a one-day meeting is involved, spouse expenses will not be covered.
- * Number of nights reimbursed equals number of meeting days
- * Expense Reimbursements are based on the role fulfilled and the purpose of the travel. For example, if one is both an ICBA Federal Delegate Board member and a subsidiary board member, reimbursement is under the applicable ICBA policy for ICBA events and the ICBA Services Network policy for subsidiary events.

FEDERAL DELEGATE BOARD (FDB)

Elected State Delegates, Appointed Delegates, Past Chairmen, State Association Affiliate Representatives

Cost of economy class airfare, hotel, meals and other expenses are covered per the guidelines for the ICBA Capital Summit and Fall FDB/Group Committee Meetings. In those cases where the spouse does accompany, ICBA will pay hotel room expense.

COMMITTEES & COUNCILS

FDB Subcommittee Chairmen & Council Chairmen

Cost of economy class airfare, hotel, meals and other expenses are covered per the guidelines. ICBA will pick up expenses of accompanying spouse to the ICBA Capital Summit and Fall FDB/Group Committee Meetings.

Committee & Council Members

Cost of economy class airfare, hotel, meals, and other expenses is covered for the ICBA Capital Summit and Fall FDB/Group Committee Meetings. In those cases where the spouse does accompany, ICBA will pay hotel room expense.

STATE ASSOCIATION AFFILIATE CHAIRMEN AND EXECUTIVES

Cost of economy airfare, hotel, meals and other expenses is covered per the guidelines when invited to participate in an ICBA meeting. *Spouse expenses are not covered.*

Please submit your meeting expenses within 30 days.

Any expenses that are not submitted before January 31st of the year following the date the expense was incurred will not be reimbursed.

(Effective 3/16/2013)

EXPENSE GUIDELINES LISTING

Air Travel

Cancellation penalty for unavoidable reasonsY
Additional costs related to baggage.....Y

Lodgings

Accommodations consistent with geographic area.....Y
Superior accommodations.....N

Meals

Meals not provided at event attended at reasonable cost.....Y
 Meals in expensive locations should not exceed \$85 per person including tip
 Tips up to 18% are included as part of meal cost
Identify all participants at meals including spousesY
Receipts required for meals over \$25Y

Ground transportation

Airport parking.....Y
Buses, taxis, airport coaches or subway**Y
Private limousineN
Personal car on ICBA business IRS allowed rate*Y
Train or rental car to and from meeting*
Rental car at meeting**

Other expenses

Non-meal Reasonable tips as determined by level of service required and receivedY
 Tip suggestion
 Large tips must be explained
 \$1 per bag for porters, skycaps, bellman; Taxi drivers approximately 15%
 Concierge \$2 - \$5 depending on task requested
Car parking fee at hotel.....Y**
Hotel "no show" penalty if for unavoidable reasonsY
Laundry and valet in unusual situations only documented with an explanationY
Personal entertainment (hotel movies, etc.).....N
Golf, recreational activitiesN

* Reimbursement not to exceed cost of coach/economy class airfare

**Reimbursed including hotel parking cost up to the ground transportation allowance to and from airport for that meeting.