



IDF Travel Reimbursement Policy

As a non-profit organization, stewardship of IDF resources is essential. Our policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with activities pre-approved by the Board of Directors and Congress as part of the annual IDF Budget Approval process.

All IDF travelers are expected to minimize the costs of travel as much as possible or reasonable.

1. Travel

Air Travel. IDF will reimburse for travel that has been included as part of the annual budget and has been approved by the Board of Directors and/or Executive Committee.

Air travel reservations will be made 28 days in advance of departure date to take advantage of reduced fares. Travelers will use the most direct and economical means of air travel available. IDF will only reimburse for economy class flights. Any flight upgrades are to be paid out of the traveler's own funds and will not be reimbursed.

All air travel received by the traveler must be submitted with the expense report. Mileage awarded the traveler while on IDF business is the property of the traveler and maybe used at the traveler's discretion.

If advance approval has been obtained, a traveler may use surface transportation (rail, bus, etc) for personal reasons even though air travel is the appropriate mode of transportation. Such costs shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier

Use of personal vehicles - mileage reimbursement. Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. IDF will reimburse for use of personal vehicles at the rate of €0.50 per mile or €0.35 per kilometer. To receive reimbursement, traveler must submit a detailed report containing number of miles traveled departure and arrival location for each trip, and purpose of trip.

Automobile rental. Automobiles may be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, significant amounts of IDF supplies are to be transported, etc.). Travelers are expected to use one of the lower cost (economy) car rental firms. (Free upgrades allowed). All rental car receipts and fuel received by the traveler must be submitted with the expense report.

Other ground transportation. When other forms of ground transportation (including transfers and transportation to and from the airport) are used, receipts must be submitted for reimbursement. Requests should include details on the point of departure and point of arrival for each trip for which reimbursement is requested.

2. Lodging

Accommodations that meet business and personal needs, and offer good value must be utilized. Lodging is economy class with a standard of two to a room if there are multiple travelers. Those wishing a single room (or to share a room with a companion traveler therefore displacing another budgeted IDF traveler) will be required to reimburse IDF for 1/2

the actual room costs.

The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc) is not reimbursable. All lodging receipts received by the traveler must be submitted with the expense report.

3. Meals

Reimbursement for meals may be requested in those cases where meals costs are not already included as part of the accommodation expense. Receipts for meals must be submitted with the traveler's expense report. IDF will cover meals but will not cover the cost of alcoholic beverages.

4. Request for Reimbursement/Activity Reporting

Timeline. All requests for reimbursement for IDF Travel must be submitted within sixty (60) days of the conclusion of the event attended. Any request submitted after sixty days may be declined and shall require approval by IDF Executive Committee.

Use of Expense form and inclusion of original receipts. Requests must be submitted using the IDF Expense Form and must be accompanied by original receipts for all activities for which reimbursement is sought. Electronic (scanned) copies of the receipts are preferred.

In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

Activity report requirement. For those individuals attending an event not hosted by IDF, in addition to submission of reimbursement request, it is required that a written report of the meeting attended be submitted by the requestor to the Board of Directors prior to release of the reimbursement check by IDF. Report must include name of the meeting/event attended, dates and location, names of key personnel met with, and key information gathered from the meeting which will have an impact on future IDF programs and services. This report must be submitted to the IDF President within thirty (30) days of the completion of the event.