



ICBA Expense Account Policy

(Updated June 2022)

General Guidelines

1. When only a one-day meeting is involved, ICBA will not cover spouse/guest expenses.
2. Number of nights reimbursed equals number of meeting days.
3. 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.
4. Confirm airfares at least 30 days in advance to ensure the best possible rates.
5. If upgrading from main cabin at your own expense or deviating from air transportation, you must submit a screenshot of the main cabin airfare cost at no less than 30 days out from the event for reimbursement of airfare.

Federal Delegate Board

Elected state delegates, appointed delegates, past chairmen, state association affiliate representatives.

ICBA will cover the cost of main cabin airfare, hotel, meals, and other expenses per the reimbursement guidelines provided by ICBA. Spouse expenses are not covered.

Submit your meeting expenses within 30 days of incurring the expense.

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Committee and Council

FDB Subcommittee Chairmen and Council Chairmen

ICBA will cover the cost of main cabin airfare, hotel, meals, and other expenses per the guidelines. ICBA will cover expenses of accompanying spouse to the ICBA Capital Summit and Fall Leadership Meetings.

Committee and Council Members

ICBA will cover the cost of main cabin airfare, hotel, meals, and other expenses per the guidelines. Spouse expenses are not covered.

State Association Affiliate Chairmen and Executives

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

Submit your meeting expenses within 30 days. ICBA will not reimburse any expenses that are not submitted before January 31 of the year following the date you incurred the expense.

Expense Guidelines Listing

Reimbursement is subject to approval by ICBA personnel designated by the president/CEO. ICBA will not reimburse expenses that do not meet the guidelines established in this policy and will deduct from the requested reimbursement amount if submitted.

| Air Travel/Travel to Destination | Covered |
|---|---|
| Cancellation penalty for unavoidable reasons | Yes |
| Additional costs related to baggage | Yes, up to two bags per person |
| Alternative transportation (personal car, rental car, or train) | Yes, reimbursable up to cost of main cabin airfare at 30 days out |
| Travel Insurance | No |
| Seat Selection | Yes |

| Lodging | Covered |
|--|---------|
| Accommodations consistent with geographic area and limited to ICBA-negotiated rates in situations where ICBA has contracted with the hotel | Yes |
| Superior accommodations | No |

| Meals | Covered |
|---|---------|
| Meals at any location not exceeding \$85 per person plus tip. <ul style="list-style-type: none"> Meal cost includes tips up to 18% Identify all participants at meals including spouses/guests Receipts required for meals over \$25 | Yes |

| Parking, Ground Transportation, and Tolls | Covered |
|--|---|
| Airport parking (self-park only) | Yes |
| Buses, taxis, ride share (e.g., Uber or Lyft), airport coaches, or subway up to the amount identified for the meeting location | Yes |
| Private or sedan transfer | No |
| Car parking fee at hotel | Yes, reimbursed up to the ground transportation allowance to and from airport for that meeting. |
| Tolls incurred while driving to and from an ICBA meeting | Yes |

| Other Expenses | Covered |
|--|---------|
| <p>Non-meal reasonable tips as determined by level of service. Must explain large tips.</p> <p>Tip suggestions:</p> <ul style="list-style-type: none"> • \$2-\$5 per bag for porters, skycaps, bellman; Taxi drivers approximately 15% • Concierge \$5 depending on task requested • Housekeeping \$5 per night | Yes |
| Hotel “no show” penalty if for unavoidable reasons | Yes |
| Laundry and valet in unusual situations, documented with an explanation | Yes |
| Internet on planes and hotel guest rooms. | No |
| Personal entertainment (hotel movies, mini bars, etc.) | No |
| Golf and recreational activities | No |