

Expense Reports

Non-Employee Expense Report

The non-employee expense report is a request to reimburse non-employees for travel expenses incurred in conjunction with Association business. Non-employee expense reports should be placed in meeting material packets for distribution to council/committee/task force members. Participants should complete these forms and mail them to the appropriate Association staff person, who will approve the expenses and forward the form to the Accounting Department.

A copy of IHA's travel reimbursement policy is mailed to participants when they accept the council/committee/task force appointments.

Non-employee Expense Report forms are located in the templates section on your computer under File | New | Excel | Nonemployee Expense Reports, in the coffee stations on the second and third floor, or can be obtained from the Accounting Department.

The top and bottom portions, which indicate the name, date and location of the meeting and to whom the check is to be payable and sent, are required sections that must be completed in full. Other portions should be completed if indicated expenses were incurred.

All expenses should be paid directly by the non-employee and reimbursed through this report. Limousine charges can be charged directly to IHA through Flag Limo. Appropriate receipts for all expenses should be attached.

All appropriate expenses submitted for reimbursement are paid upon approval of the appropriate IHA staff member. They must include the appropriate cost center. Any exceptions to the IHA policy on travel reimbursements should be brought to the attention of the Accounting Manager.

Staff Travel Expense Reimbursement Report

The Expense Management software can be found on the web at <http://expenses.ihatoday.org/>. The quick start instruction guide is a Word document in the Help folder of the Common directory.

When expenses are entered, the business purpose and location should be indicated.

Staff Air

Airfare may be coordinated through one of four internet web sites: Orbitz.com, Travelocity.com, Expedia.com or Southwest.com. A printout of search results showing comparable low-priced fares, as well as confirmation of the amount charged to the employee's credit card must be submitted with reimbursement requests.

Please note, charter flights always require prior approval from the Accounting Department. Also, for travel that includes an extended stay, a meeting agenda and documentation of comparative airfares must be submitted to Accounting for approval prior to purchasing tickets.

Airfare shall be reimbursed only when travel has occurred. Please be cautious when purchasing tickets more than 30 days in advance of travel.

Staff Auto Rental

IHA will reimburse staff for auto rental expenses incurred when the business trip requires the employee to use transportation other than their own automobile, for example, when the employee flies to their destination.

Employees should purchase the insurance coverage offered by the auto rental company.

Credit card/cash receipts must be included in the reimbursement envelope.

Staff Mileage

The number of miles traveled should be logged as travel occurs and indicated on the mileage screen. MapQuest and other sites are available on the Internet as a tool to verify the distance traveled between two points.

The reimbursement rate is equal to the current IRS deductible rate.

Staff Hotel

The employee must pay expenses incurred for all lodging on company business while away from IHA. The receipt should then be submitted in the expense report envelope. Rooms may *not* be charged directly to IHA. If meal, telephone, internet, or parking expenses are included on the hotel bill, this should be entered separately. Generally, laundry, honor bar and movie charges are not reimbursable, however, as a general rule, employees will be reimbursed for one personal phone call per day while traveling on company business.

Staff Meals

As a general rule, allowable expenses include:

- 1) Entertainment of individuals other than IHA staff where business discussion took place.
- 2) Breakfast, lunch and dinner costs incurred while on an out-of-town assignment which includes an overnight stay.

The names of all people attending as well as the business purpose of meal functions for which reimbursement is being sought must be included. *If the meal includes a designated official for lobbying expenditure purposes, an additional form needs to be completed.* For instructions, contact the Accounting Department.

On occasion, the Association may reimburse meal costs incurred while traveling out-of-town if the staff person worked hours which exceeded IHA's normal work day. Please contact Accounts Payable to see if this expense qualifies for reimbursement prior to submission of these expenses.