



REIMBURSEMENT POLICY AND PROCEDURES

Adopted at the 60th Executive Council meeting, September 2010 in Nairobi (Kenya).

Purpose

The purpose of establishing a reimbursement policy and procedures for expenses associated with IRPA travel is to ensure that reimbursements are fair, ethical, transparent, timely, and are not unduly burdensome on the traveler or the Treasurer.

Policy

- (1) Only travel that has been pre-approved will be reimbursed.
- (2) Those engaged in approved IRPA travel should be fully reimbursed for such travel at agreed rates (i.e. they should not be out of pocket, unless they choose modes or methods more expensive than those discussed below).
- (3) Reimbursements should reasonably match actual expenses (i.e. the traveler should not regard reimbursements as supplemental income).
- (4) Consistent with the above, record-keeping and documentation of travel expenses should be minimized to reduce the administrative burden.
- (5) IRPA procedures are based on U.S. Government travel procedures, but simplified and adapted for IRPA's needs.

Procedures

Approval for Travel

- (6) To be eligible for reimbursement of expenses, the travel must be approved beforehand and must be consistent with these procedures.
- (7) Travel of Executive Council (EC) members to IRPA EC meetings is automatically approved.
- (8) The President, with the concurrence of the Treasurer, approves all other travel.

Travel Prerequisites

- (9) The traveler is responsible for all prerequisites such as medical requirements (e.g. immunizations), visas, security, insurance, and emergency contacts.
- (10) The traveler accepts all liabilities and agrees to hold IRPA harmless while on travel.

Route, Mode and Standard of Transportation

- (11) The traveler is responsible for making all travel arrangements, or ensuring that they are made by others.
- (12) Travelers should minimize the *total costs of the trip* as much as reasonably possible.
- (13) Travelers are expected to purchase tickets and pay expenses themselves and be reimbursed afterwards. In the case of air tickets purchased well in advance of travel to secure a lower fare, travelers may request reimbursement from the Treasurer before the travel is completed. However, if for any reason the travel does not occur, the traveler will use the ticket for future IRPA travel, and the reimbursement will be deducted from the expenses for that travel. Reimbursement of re-booking costs will be determined on a case-by-case basis.

Standard of Transportation

- (14) Air travel will be reimbursed up to full coach airfare. If the duration of air travel is more than 14 hours from first flight departure to final flight arrival at the destination, business class airfare is permissible. Travelers will not be reimbursed for the value of frequent flier miles used for airfare or upgrades while on IRPA travel, but they will be thanked by the Treasurer.
- (15) Reimbursement for train travel will be at first class rates; a sleeping car will be reimbursed for overnight travel.
- (16) Rental car travel is normally not necessary and will not be reimbursed except in unusual circumstances with the prior approval of the Treasurer.
- (17) Private car travel will be reimbursed at the current U.S. government mileage rate.

Travel Expenses

- (18) Travel expenses eligible for reimbursement by IRPA include:
 - (a) Cost of transportation;
 - (b) Daily lodging and meals and incidental expenses (M&IE); Terminal expenses;
 - (c) Additional expenses in accordance with (28) below.
- (19) Reimbursement will normally be made only after submission of a travel report for travel other than EC meetings (see (34)).

Subsistence Allowance

- (20) Lodging and M&IE will be paid to a traveler at the U.S. government rates for each overnight stay at a destination, adjusted as described below.
- (21) Accommodation will be reimbursed at actual costs, up to 150% of the U.S. Government rate (available at: <http://www.gsa.gov>.) M&IE for travel days will be 75% of the rate for the destination.
- (22) M&IE will be reduced by meals that are provided free to the traveler. Such components should be identified in the claim. (Note: complementary breakfasts including in the lodging rate will not be deducted.)

Terminal Expenses

- (23) Terminal expenses will be paid for travel other than by car in respect of each end of a particular journey at the current IAEA rate.
- (24) This covers all expenditure for local transportation to and from the airport, or other point of arrival or departure as well as other incidental expenses.
- (25) No terminal expenses will be paid if transportation is provided at no cost to the traveler.

Additional Travel Expenses

- (26) Additional travel expenses include the following:
 - (a) Local transportation other than that covered by terminal expenses;
 - (b) Cost of communications in connection with IRPA business;
 - (c) Hire of meeting rooms or other space for IRPA business;
 - (d) Business services or equipment in connection with IRPA business;
 - (e) Visa costs.

Reimbursement of Travel Expenses

- (27) Claims for reimbursement should be sent to the Treasurer (preferably via email) on a claim form provided by the Treasurer, with a copy to the President.
- (28) Claims should be supported by copies of:
 - (a) the travel itinerary;
 - (b) air or train tickets or bills;

- (c) receipts for any allowed additional expenses.
- (29) Claims should include the lodging and M&IE calculation, allowing for any reductions under (24).
- (30) Claims will be settled as soon as reasonably achievable by the Treasurer in the currency of choice of the traveler, based on the exchange rate at the time of travel. Exchange rates may be obtained at <http://www.xe.com/>.
- (31) The methods of payment will be chosen to minimize bank or other charges, and in agreement between the traveler and Treasurer. Wire transfer to the traveler's bank is the usual method.
- (32) With the exception of EC meetings, a travel report must be submitted to the President, with a copy to the Treasurer before reimbursements will be made.
- (33) The travel report should consist of:
 - (a) a summary concisely stating the purpose of the travel, work done and results achieved;
 - (b) a brief description of the conference or meetings attended or visits made;
 - (c) a succinct assessment by the traveler of the main conclusions that could be drawn from the above, with any implications for IRPA;
 - (d) recommendations regarding any actions by IRPA.

Compliance

- (34) The Treasurer will *first* address any issues relating to apparent or obvious, non-compliance with these procedures with the traveler.
- (35) Should it be necessary, any unresolved issues will be referred for a final decision to the President, or EC as appropriate.