



2022 ICJ Annual Business Meeting
October 4-5, 2022
South Burlington, Vermont

Reimbursement Information

ICJ Travel Reimbursement [Policy 06-2009](#)

Hotel Room and Tax

The charges for approved nights will be billed direct to the Commission's Master Account.

Meals

Meals will be reimbursed in accordance with the current [GSA rate breakdown](#) for Burlington Vermont. A breakfast will be provided for all attendees on Tuesday and Wednesday.

Travel – Airlines - ICJ will reimburse eligible participants after the meeting, upon completion of the expense report. All airline tickets over \$800 must be approved by the National Office prior to purchase. Any cancelled airline tickets purchased in advance by ICJ are subject to reimbursement by the traveler.

Travel – Driving - Mileage will be reimbursed at the current federal rate of .625 cents per mile.

Travel – From Residence to Airport – Up to \$25 (one-way) may be reimbursed for travel between one's residence and the airport.

Travel – Parking – Up to \$50 per week is authorized for airport and hotel parking.

Travel - Train – ICJ will reimburse eligible participants after the meeting upon completion of the expense report similar to an airline ticket.

Requesting Reimbursement

Complete the "ICJ ANNUAL BUSINESS MEETING EXPENSE REPORT" form and attach electronic copies of receipts. It is necessary to attach receipts for:

- luggage fees;
 - airport parking;
 - ground transportation; and
 - airline tickets (if purchased by the attendee).
- It is not necessary to attach "boarding passes" or receipts for meals. The per diem rate breakdown is noted at the bottom of the "ICJ ANNUAL BUSINESS MEETING EXPENSE REPORT" form.
 - Expenses must be submitted within 30 days after the meeting for reimbursement.
 - Remember to sign form and email to: egoode@juvenilecompact.org