

ECONOMIC RECOVERY VOLUNTEER PROGRAM

Travel Reimbursement Policy Form

AIR TRAVEL

We request that travel plans take advantage of the least expensive fare. The volunteer is responsible for buying the ticket. IEDC will reimburse only the least expensive available fare, based on the following guidelines:

1. The ticket must be at least for one-week's stay to complete the required 1-week volunteer commitment, unless otherwise authorized by IEDC.
2. The fare must be the lowest among comparable tickets

ACCOMODATIONS

The volunteer is responsible for paying for accommodations. It is expected that lodging will be at the mid-level. IEDC will reimburse mid-level accommodations, and expects Volunteers not to exceed \$120/night plus taxes and fees.

LOCAL TRANSPORTATION/CAR RENTAL

The volunteer is responsible for paying local transportation costs, including car rental. IEDC will reimburse mid-level car rentals and associated gas/parking fees, public transportation fares, or mileage at a rate of 44.5 cents/mile. Receipts are required for gas and transportation costs other than mileage.

MEALS PER DIEM

A set per-diem of \$45 will be reimbursed to volunteers for food expenditures throughout their mission. It is not necessary to submit receipts. Volunteers will be reimbursed upon successful completion of the volunteer mission and submission of their volunteer report and expense form. Reimbursable amount guidelines are as follows:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$20.00

EXPENSE REIMBURSEMENT

IEDC will reimburse the above expenses based on the submittal of receipts with a final expense report (electronic confirmation for airplane tickets is an acceptable receipt).