



November 13, 2018

## Reimbursement Policy

This policy addresses expenses incurred while serving as speaker for FICPA sponsored programs.

- **The FICPA will NOT reimburse for travel arrangements and expenses incurred by conference sponsors.**
- **Request for reimbursement should be submitted within 15 days of the meeting.** Request for reimbursements will not be honored if submitted after the close of the fiscal year. FICPA's fiscal year ends on June 30<sup>th</sup>.
- **All Receipts for each expense must be submitted with the Request for Reimbursement Form.** Form 1099s sent by FICPA will not reflect reimbursed expenses.
- **Reimbursement for out-of pocket expenses is limited to the cost of transportation and one night's lodging, meals and tips.** Cost of phone calls, cleaning, entertainment, alcoholic beverages, and other incidental expenses will not be reimbursed.

### TRANSPORTATION

#### Air

Reimbursement for airfare is limited to the coach-class; advance purchase airfare. **Airline tickets should be purchased no less than 30 days prior to the date of travel.** If FICPA is forced to cancel a program, the airline cancellation charge will be reimbursed. **Please limit checked baggage to one piece;** receipt for baggage fee is required.

#### Car

Reimbursement for auto transportation is limited to round trip mileage at the approved IRS rate, parking, and tolls. If car rental is necessary, reimbursement will be limited to time surrounding presentation. Mileage is not reimbursed if rental vehicle is used for recreational transportation. **Proof of mileage is require (i.e. MapQuest or Google Map directions)**

#### Ground Transportation

Reasonable ground transportation between the airport and the hotel is reimbursable. FICPA **will not** reimburse for the use of private car services unless prior approval has been received or the rate is comparable to the cost of regular ground transportation in the area. Speakers should always use hotel shuttles where provided. Should the host hotel provide ground transportation the speaker is expected to utilize the service.

### LODGING

FICPA will reimburse overnight accommodations at FICPA's negotiated rate (plus tax and Service Charge) for the host hotel for one night. **Additional nights must be preapproved.** Speakers are responsible for making their own hotel Reservation. Should the speaker choose to stay at another hotel, the reimbursement amount will not exceed FICPA's negotiated rate (plus tax and service charge) for the host hotel. The speaker will be responsible for the difference and FICPA will adjust the request for reimbursement to reflect that rate.

### MATERIALS

All presentation materials will be available on the FICPA website as a PDF accessible only to attendees and speakers of the event. If a speaker brings additional handouts to the event, he/she is responsible for any expenses associated with reproduction and delivery of materials to the site.

## MEALS

Reimbursement for meal expenses should not exceed the U.S. General Services Administration Per Diem rates (lunch is provided). If receipts for meals exceed the per day, per meal per diem for the conference location, FICPA will adjust the reimbursement accordingly. Speakers are encouraged to take advantage of the meals provided at programs. Individual meal receipts are required.

**U.S. General Services Administration  
Per Diem Rates (Meals & Incidentals) – Florida, FY 19**

| City                   | Maximum Daily Reimbursement Rate* | Maximum Meal Allowances  |
|------------------------|-----------------------------------|--|
| Fort Lauderdale        | \$64                              | Breakfast: \$15<br>Lunch: \$16<br>Dinner: \$28<br>Incidentals: \$5 |
| Fort Myers             | \$59                              | Breakfast: \$13<br>Lunch: \$15<br>Dinner: \$26<br>Incidentals: \$5 |
| Gainesville            | \$59                              | Breakfast: \$13<br>Lunch: \$15<br>Dinner: \$26<br>Incidentals: \$5 |
| Key West               | \$69                              | Breakfast: \$16<br>Lunch: \$17<br>Dinner: \$31<br>Incidentals: \$5 |
| Miami                  | \$64                              | Breakfast: \$15<br>Lunch: \$16<br>Dinner: \$28<br>Incidentals: \$5 |
| Orlando                | \$59                              | Breakfast: \$13<br>Lunch: \$15<br>Dinner: \$26<br>Incidentals: \$5 |
| Tallahassee            | \$54                              | Breakfast: \$12<br>Lunch: \$13<br>Dinner: \$24<br>Incidentals: \$5 |
| Tampa / St. Petersburg | \$54                              | Breakfast: \$12<br>Lunch: \$13<br>Dinner: \$24<br>Incidentals: \$5 |

Requests for reimbursement should be sent [stephanie@ficpa.org](mailto:stephanie@ficpa.org).

**Note:** Attach documentary evidence to the email (itemized receipts, bills, mileage etc.) for each expenditure.