IACP BOARD MEMBER
EXPENSE REIMBURSEMENT PROPOSED POLICY
(Approved Unanimously - January 15, 2022 in Seattle, WA)

Proposed Policy:

All Board Members may be reimbursed for:

Airfare: Every Board Member may request reimbursement for travel for up to three in-person meetings per year, including travel to the Forum for the in-person meeting preceding Forum. A Board Member choosing to purchase airfare other than that described below must submit a restricted/flexible coach, 30-day advanced purchase fare airline quote in addition to the receipt of the ticket actually purchased.

North American Board Members:

Actual roundtrip airfare (restricted economy, 30-day advanced purchase).

Board Members outside of North America:

Actual roundtrip airfare (flexible economy, 30-day advanced purchase).

Forum: Every Board Member is provided complimentary annual Forum registration.

Hotel: Every Board Member may request reimbursement for an amount up to $600.00 to apply to their hotel stay required for each of the first two in-person Board Meetings of the calendar year. The hotel reimbursement for the Forum, which has one day of a Board Meeting, is limited to $200.00 for North American Board Members and $400.00 for Board Members outside of North America.

Hotel reimbursements shall apply only to stays at the hotel / facility approved by IACP in advance of the event.

Requests For Reimbursement:

Reimbursement for the above expenses is neither automatic nor mandatory. Requests for reimbursement for these expenses shall be made at the discretion of each Board Member and must be made no later than 30 days following the last day of the meeting occurrence for which travel reimbursement is sought. No requests for reimbursement shall be accepted if submitted more than 30 days after the last day of the event for which reimbursement is sought. Reimbursement requests shall be in the form authorized by IACP and to the designated IACP Staff Member.

Policy Context:

At the May 2021 Board Meeting, members discussed the impact of the financial commitment for Board service in terms of our mission of inclusivity, diversity, equity, and accessibility. Specifically, concerns were raised about the impact of currency differences, possible disparity of income, and the need to add travel days due to distance and jet lag for non-North Americans that may be disproportionate to that which North American Board Members might experience.

The discussion was expanded to include the possibility that there might be current or potential Board Members for whom the expenses of traveling for in-person Board Meetings would be financially burdensome and could be a barrier to some in completing an Expression of Interest for Board service.

During the Board discussions it was noted that Board Members are not required to seek reimbursement and that some Board Members choose not to seek reimbursement as another means of financially supporting IACP. These waivers of reimbursement are anonymous. The reimbursement policy is not intended to create an entitlement for reimbursement of travel expenses, but rather as a means to make Board service financially accessible to the diverse populations that IACP serves. Board Members are asked to consider this when seeking reimbursement.

Cheryl Panther and Kevin Scudder were tasked with proposing revisions to the current Board Member Expense Reimbursement Policy for the Board to consider as a first step toward addressing financial accessibility for Board service. This proposal:

- defines the reimbursable events as up to three in-person Board Meetings, including the meeting immediately preceding the Forum;
- defines permissible air fares available for reimbursement;
- clarifies that hotel reimbursement is limited to stays at IACP-sponsored hotels, unless there is prior approval for alternative living arrangements;
- establishes the amount eligible for reimbursement for hotel expenses for each in-person Board Meeting;
- increases to $600.00 the amount eligible for hotel reimbursement for the first two in-person Board Meetings of the calendar year for all Board Members;
- establishes the amount eligible for reimbursement for the in-person Board Meeting immediately preceding Forum for non-North American Board members in an amount up to $400.00 and for North American Board Members in an amount up to $200.00, in part to encourage those with longer travel requirements to arrive at the event a day early to account for jet lag and general travel fatigue; and,
- confirms that the reimbursement is neither automatic nor mandatory, and that each Board Member is responsible for opting into reimbursement by submitting a request for reimbursement in the form required by IACP, within 30 days of the last day of the reimbursable event, and to the staff member designated by IACP. No requests for reimbursement shall be considered or approved if submitted after this 30-day period.

History of Motions:
Board meeting reimbursement policy: A motion was made by Catherine Conner and seconded by Neil Kozek to adopt the amended Board Reimbursement Policy submitted by Talia Katz with

the following change: "restricted economy, 30 days advanced purchase for North American members; flexible economy, 30 days advanced purchase for members outside of North America." Diane Diel abstained from the vote. The motion carried. (January, 2011 board meeting)

Board Member Reimbursement Policy. A motion was made by Neil Kozek and seconded by Harry Tindall to pass the policy as submitted for this year. There were seven votes in favor and six opposed to the motion. (January 16, 2010 board meeting)

European Board Member Reimbursement: A motion was made by Donna Beck Weaver and seconded by Catherine Conner to reimburse $1,500 per meeting for each of the three European members for the three in-person meetings this year. The motion carried. (October 2009 Forum Board Meeting)

Airfare Reimbursement: At present, board members are reimbursed at the rate of $400, per in-person board meeting. It was decided that if a plane fare is more than $1,000, the member would receive reimbursement of ½ the fare of anything over $1,000. This applies to coach fares only. (January 2008 Board Retreat)

Increase of Board Subsidies: Board subsidies were increased from $300 to $400 for each in-person Board meeting. (January 20-21, 2007 Board retreat)

Clarification relating to ex officio board members: (1) Reimbursements for Board meeting related travel expenses will be to current Board members only, and will cover airfare only. (2) Complimentary Forum registration will be offered to current board members only. (October 13, 2006 Board meeting)

Subsidy for Board Member Expenses: Bob presented a proposal to subsidize Board expenses for airfare, hotel, and transportation for the annual Board retreat. It was moved, seconded, and approved to reimburse Board members attending the Retreat up to $300. Action: Board members will submit their expenses to Paula within 30 days from the conclusion of the Retreat. (October 1, 2003 Board Meeting)

Forum Travel: The Board agreed that all Board members should pay their own way for the Forum. (August 16, 2001 Board Meeting)

Board Meeting Travel: Candidates will be advised that they will need to pay their own way to the meetings (or their Collaborative groups can pay their way). (July 19, 2001 Board Retreat)

Board Retreat and Forum Fees: Given anticipated upcoming expenses, and to avoid depleting the budget, the Board discussed whether Board members should pay a fee to attend the Board Retreat as well as the Fall Forum. It was agreed that Board members would pay fees if needed, but if the budget allowed, their fees would be waived. (June 21, 2001 Board Meeting)