



## International Mediation Institute

### **EXPENSE REIMBURSEMENT**

#### POLICIES, PROCEDURES AND PRACTICES

IMI is committed to carrying out its Mission for the benefit of stakeholders, such as funders and Certified Mediators, as well as stakeholders of the mediation field, such as adjudicators, governments, service providers and educators, with the highest ethical standards consistent with the IMI Vision.

IMI reimburses staff<sup>1</sup> for reasonable business expenses incurred while travelling to conduct business on behalf of the organization or for hospitality purposes. This policy is designed to assist staff in reporting expenses incurred while conducting IMI business.

Staff are expected to act responsibly and professionally when incurring and submitting costs. IMI will reimburse staff for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodation, meals, tips, internet charges, fuel, parking and hospitality incurred on behalf of IMI .

Staff will not be reimbursed for any personal expenses, for example, traffic violations, dry cleaning, mileage to and from the office, and any costs that are not related to IMI operations.

Travel and expenses must be approved by a member of the Board of Directors.

#### **General Guidelines:**

1. Original credit card or cash receipts are required for reimbursement of all expenses. Receipts must detail the purpose of the expense, guests/clients, date, and amount. Meal receipts must include the detailed merchant transaction including the amount of tax paid.
2. Expense claims must be supported by original receipts.
3. All expenses must be submitted to the Treasurer within 30 days of payment.

#### **Travel Guidelines:**

1. Staff are expected to fly coach class with the lowest available airfare for non-stop travel. Upgrade certificates may be used. Changes to travel itineraries are inevitable; however, employees should exercise judgment when making last minute changes.
2. If a rented car is required, employees are requested to rent nothing more than a mid-sized vehicle. Staff will be reimbursed for fuel and parking costs associated with renting a vehicle.
3. Staff will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of booking.

---

<sup>1</sup> In the context of this Policy, the term "staff" shall also mean paid consultants.



4. Staff will be reimbursed for personal travel insurance

**Non-reimbursable expenses include:**

- Personal reading materials
- Childcare
- Toiletries, cosmetics, grooming products, drycleaning
- Expenses incurred by spouses, children, relatives, or friends
- In-room movies or video games
- Mini-bar charges
- Sporting events, shows, and leisure activities while travelling

**Meal and Hospitality Guidelines**

Staff will be reimbursed for all reasonable and actual meal costs. It is expected that if a meeting/event/conference provides meals, the staff member will make every effort to utilize that option.

IMI expects that staff use judgment when dining while on business. Below are some guidelines for meals. Please note that these are guidelines and that prices will vary based on the venue/location and the number of guests you are hosting:

- Breakfast: up to EUR 20.00 per person
- Lunch: up to EUR 25.00 per person
- Dinner: up to EUR 60.00 per person

Any questions related to the content of this policy should be directed to the Treasurer .