



IBHRE POLICY FOR TRAVEL / MEAL / PER DIEM REIMBURSEMENT
FOR IBHRE-SPONSORED TRAVEL

The International Board of Heart Rhythm Examiners (IBHRE) reimburses its representatives and staff traveling on behalf of the IBHRE based on rates and formulas used to cover all prudent expenses incurred in support to the IBHRE. Many of the rates and formulas are dictated by Internal Revenue Service (IRS) regulations that require a traveler to record as taxable income the dollar amounts received above certain levels or not supported by appropriate receipts. The IBHRE's goal is to shield you from any taxable income by reimbursing you for actual expenses using approved IRS rates and formulas.

The instructions included with the *Travel Expense Voucher*, provided to you by your staff liaison, lists many of the details that you need to document your expenses. Inquire as soon as possible with your staff liaison or with the HRS Finance Department if questions arise.

Travel Reimbursement Policy:

The IBHRE encourages persons traveling on official IBHRE business to obtain their airline ticket through the official IBHRE sponsored travel agency. A booking website, toll-free number and other instructions will be provided to make those reservations. Travel reservations should be finalized at least 30 days in advance of the travel departure date. All tickets must be purchased a minimum of 21 days in advance. If alternate means are used for making travel arrangements, a best price quote must be given from IBHRE's travel agency.

Travelers choosing to change their flight schedule will need to do so at their personal expense. IBHRE will not assume the costs associated with changing a flight departure time or date, unless the change results in savings for the IBHRE, or are a result of a schedule change initiated by the IBHRE. In addition, additional costs related to travel destinations on the same itinerary that is not part of IBHRE business will not be assumed by the IBHRE.

Obtain receipts for all travel expenses, including taxi or shuttle fares, and submit receipts with your travel reimbursement claim. You can add a reasonable tip to the fare that is reported on your travel expense voucher. Local shuttle drivers should be tipped.

Hotel Charges:

When attending meetings at IBHRE/HRS headquarters in Washington, DC, room fees and taxes are paid centrally by the IBHRE. If that will not be the case, travelers will be notified in advance by your staff liaison. Travelers are responsible for paying other incidental expenses, and as appropriate, noting them on their expense voucher. Meals charged to the room may be reported in the appropriate section of the reimbursement form. The IBHRE will reimburse travelers for an occasional telephone call to your home or office. Prudent out-of-pocket tips for baggage handling

or for the housekeeping staff will be reimbursed. In-room movies or in-room “mini bar” expenses will not be reimbursed. If travelers have any questions, please ask their appropriate staff liaison. Attach a copy of your hotel bill to your travel expense voucher.

Meal Reimbursement:

The IBHRE will provide meals or will reimburse travelers for meals when traveling in an official capacity for the IBHRE. IBHRE adheres to IRS regulations for per diem expenses.

For meetings at IBHRE headquarters, staff liaison will provide the information on what meals will be provided on-site as part of the meeting. If travelers plan to miss one or more of those meals, the IBHRE staff should be notified as soon as possible so proper adjustments can be made to the order.

Volunteer Travel Expense Voucher:

Complete the *Travel Expense Voucher* as soon as possible and mail it within 30 days of travel to your staff liaison for verification, approval, and forwarding to the Finance Department. Include all applicable receipts to substantiate expense claims, as required by the IRS. The goal of the IBHRE is to issue reimbursement checks within five business days of their arrival in the Finance department. In addition to providing travelers with their reimbursement check, this form is used to charge expenses to programs/activities in accounting records. Thus it is very important that reimbursement requests are submitted as soon as is practical.

Summary:

The IBHRE’s overall goal is to make its representatives’ travel experience as efficient and effortless as possible, while ensuring that they are reimbursed for travel in an accurate and prompt manner. We hope these instructions, together with the information provided in advance of your meeting by your staff contact and the information attached to the *Travel Expense Voucher*, will help us meet or exceed that goal.

7.18.2017