



Washington State Association of Permit Technicians

General Expense Reimbursement Policy for the Washington State Association of Permit Technicians (WSAPT) Education Committee

Adopted by the Executive Board of the WSAPT on April 19, 2010

General Policy Statement

The Washington State Association of Permit Technicians (WSAPT) has, since its inception, been dependent upon the contribution of time and talent from its members and code professionals with limited or without compensation.

The WSAPT Executive Board would like to equitably compensate speakers for their out-of-pocket expenses while exercising fiscal constraint with its members' funds and in keeping with our non-profit status.

Scope

This policy is designed to cover pre-authorized speakers expenses while engaged in WSAPT seminars and other speaking engagements, which may include: accommodations while teaching a class (if over 100 miles from site), mileage to a class site, meals while at a speaking engagement, rental car (if applicable), airfare to a class site (if applicable), the negotiated speaker fee, and the class materials. It is acknowledged that the broad scope of this reimbursement policy will not apply to every speaker whom WSAPT engages. All speaker expenses are required to be pre-authorized by the Education Committee Chair and the WSAPT President.

The speaker's expenses of travel and accommodation will be reimbursed only to the extent set forth in this Policy.

Only a majority of the Executive Board are authorized to make exceptions to the approved Education Committee policies for speaker reimbursement. Such exceptions are required to be made in advance of incurring any pertinent expense.

Exceptions: Speakers contracted through and by ICC for WSAPT are not covered under this policy. WSAPT contracts for services with an approved daily rate as set by ICC which covers all charges excluding class materials and certificates.

Reimbursement Procedures

All requests for reimbursement shall be made in writing to the WSAPT Executive Board on the approved WSAPT reimbursement form and be signed and dated by the person seeking reimbursement. Detailed expense receipts should be attached for all expenditures. Receipts that do not itemize charges will not be accepted.

Reimbursement Specifics

Lodging

Accommodations will be reimbursed at the rate established for the WSAPT membership and shall include either a single-occupancy room. Taxes for the room are to be included in the reimbursement. The stay may extend from the night preceding the first day of the conference/training through last day of the conference/training. Lodging will not be approved if the speaker is located less than 100 miles from the conference location. Incidentals such as entertainment, personal phone calls, etc., are not reimbursable by WSAPT.

The Education Committee is responsible to set up the room accommodations for a speaker.

Travel / Transportation Expenses

Reimbursement will be made for all reasonably necessary travel. WSAPT's reimbursement is set at 75% of the IRS's business rate for mileage. This will be reviewed annually prior to March 1st.

Airfare:

Speakers are asked to seek the lowest possible fares through use of advance booking. Speakers must submit airfare rates to the Education Committee who will seek Executive Board approval prior to a final contract with a speaker.

Automobile:

1. In the event that an automobile is used in lieu of commercial air transportation, the lesser of auto mileage will be reimbursed. No reimbursement will be made for lodging en route.
2. Damage to personal autos while being used on WSAPT business is not covered. Fines for traffic violations are not covered. Damage to other vehicles or property is also not covered by WSAPT.
3. Injury to a speaker or any passenger or any other vehicle and property in route to or return from a WSAPT speaking engagement is not covered. WSAPT holds no liability coverage for any claims and is exempt from such claims or suits.

Other means of travel:

Reimbursement for any other method of travel, pre-approved by WSAPT, will be reimbursed only in an amount that would have been payable had the most economical method of travel been used.

Meals

Reasonable meal expenses will be reimbursed, (including a 15 % gratuity). No alcohol purchases are to be reimbursed. The Per Diem set forth by WSAPT is as follows:

Breakfast:	\$10 including tax
Lunch:	\$15 including tax
Dinner:	\$25 including tax

Class Materials Expenses

No reimbursement will be made for office services not detailed by this policy (for example, voice mail charges, long-distance charges, telephone connections, etc.) No reimbursement will be made for personnel costs or professional services without specific, advanced, and written authorization from the WSAPT Executive Board.

The Education Committee will be responsible for ensuring that the ICC Speaker Contract addresses the ordering of class materials. Non-copyrighted materials shall be forwarded by the speaker and will be copied by the WSAPT Education Committee. Copyrighted materials will be copied by non-ICC speaker(s) only with pre-authorization by the Education Committee and WSAPT Executive Board for costs. The Education Committee Chair will provide the speaker with the amount of copies required, it is suggested that no more than 5 additional copies be made. All class materials provided by speakers will be paid at a per sheet rate of \$.15 cents. Class materials are required to be double-sided. An estimate for class materials shall be submitted to the Education Committee Chair no later than 21 days prior to the presentation for reimbursement authorization.

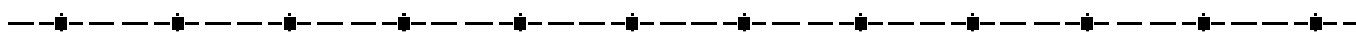
WSAPT will provide all class certificates.

Spouses and Guests

No reimbursement of expenses incurred by a speaker's spouse, family member, or guest is allowed.

Miscellaneous

Reimbursement for reasonable and necessary expenses not otherwise described in this policy may be allowed when fully documented, explained, and approved by the Executive Board. The Association President has the authority to approve or deny any such reimbursement not specifically addressed in this policy, but is deemed necessary in the conduct of WSAPT business or caused by extenuating circumstances.



Acknowledgement:

We the undersigned agree to the above policy for the contract speaker date of:_____.

Speaker

Date

This form is required to be returned to WSAPT no later than 45 days prior to the speaking engagement.