IPAT Travel and Per Diem Policy and Guidelines

Policy approved by the IPAT Board of Directors 7 August 2026

1. Purpose

The purpose of this policy is to establish consistent guidelines for travel conducted on behalf of the IPAT and to ensure that travel expenses are reasonable, necessary, properly documented, and managed in a fiscally responsible manner.

This policy applies to all individuals authorized to incur travel expenses on behalf of the IPAT.

2. General Travel Policy

All travel undertaken on behalf of the IPAT must have a legitimate business purpose and be directly related to IPAT activities, responsibilities, meetings, or other authorized business.

Travel will be accomplished by the **most economical means reasonably available**, taking into consideration cost, travel requirements, and the efficient conduct of IPAT business.

Travelers are expected to exercise prudent judgment when incurring travel expenses and to avoid unnecessary or excessive costs.

3. Use of Personal Automobile

When use of a personally owned automobile is authorized for IPAT business, mileage will be reimbursed at the **current applicable federal government mileage reimbursement rate** in effect at the time the travel occurs.

Mileage reimbursement is intended to cover the normal operating costs associated with use of the personal automobile, including fuel, maintenance, depreciation, and other vehicle-related expenses covered by the government mileage rate.

Travelers requesting mileage reimbursement must provide sufficient documentation to identify:

- Date of travel;
- Origin and destination;
- Business purpose of the travel; and
- Total business mileage traveled.

Personal commuting mileage between an individual's residence and normal place of business is not reimbursable unless specifically authorized by the IPAT Executive Committee.

4. Grapevine and Surrounding Area Travel Reporting

A **Travel Expense Report** will be presented to the IPAT Executive Committee for each pay period covering travel within Grapevine and the surrounding area for which reimbursement is requested.

At a minimum, the report will include:

- Date of travel;
- Traveler's name;
- Destination or location traveled;
- Business purpose of the trip;
- Number of reimbursable miles; and
- Mileage reimbursement amount.

The report should provide sufficient information for the Executive Committee to determine that the travel was reasonable, necessary, and conducted in support of IPAT business.

5. Lodging

Lodging expenses incurred for authorized overnight travel will be reimbursed up to the **standard federal government per diem lodging rate applicable to the travel location**.

Travelers should obtain lodging at or below the applicable government rate whenever reasonably available.

If lodging above the applicable government per diem rate is necessary due to availability, conference requirements, safety considerations, or other exceptional circumstances, the additional cost must be approved by the IPAT Executive Committee or its authorized representative.

Applicable taxes and mandatory lodging fees may be reimbursed when properly documented and otherwise allowable.

6. Meals and Food Expenses

The IPAT will **not reimburse expenses for meals, food, beverages, or meal-related incidental expenses** incurred during travel.

Travelers are personally responsible for all food and meal expenses associated with IPAT travel.

No meal per diem or Meals and Incidental Expenses (M&IE) allowance will be paid.

7. Travel Documentation

Requests for reimbursement must be supported by appropriate documentation.

Travel reimbursement documentation should include, as applicable:

- Travel dates;
- Business purpose;
- Origin and destination;
- Mileage;
- Lodging receipts; and
- Any other documentation necessary to substantiate the expense.

Lodging expenses must be supported by an itemized receipt showing the traveler, lodging location, dates of stay, nightly rate, taxes, and total amount paid.

8. Approval and Reimbursement

All travel must be conducted in accordance with this policy and any applicable IPAT approval procedures.

Submission of a travel reimbursement request represents the traveler's certification that:

- The travel was conducted for authorized IPAT business;
- The expenses claimed were actually incurred;
- The expenses have not been reimbursed from another source; and
- The reimbursement request complies with this policy.

The IPAT reserves the right to deny or adjust reimbursement requests that are unsupported, excessive, unrelated to IPAT business, or otherwise inconsistent with this policy.

9. Policy Summary

IPAT travel will be governed by the following principles:

- Travel will be accomplished using the most economical means reasonably available.
- Use of a personal automobile for authorized IPAT business will be reimbursed at the current applicable federal government mileage rate.
- A travel report will be provided to the IPAT Executive Committee for each pay period covering Grapevine and surrounding-area travel and identifying the purpose and mileage associated with each trip.
- Lodging reimbursement will be limited to the applicable standard federal government per diem lodging rate unless an exception is specifically approved.
- Meals and food expenses will not be reimbursed by the IPAT.

10. Effective Date and Administration

This policy is effective upon approval by the IPAT Board of Directors and will remain in effect until amended or rescinded.

The IPAT Executive Committee is responsible for interpretation and administration of this policy and may establish additional procedures necessary to ensure appropriate travel authorization, documentation, reporting, and reimbursement.