

POLICY STATEMENT

EnviroCert International, Inc. (ECI) will reimburse ECI Approved Trainers/Presenters reasonable expenses directly related to training sessions which will include: travel, lodging, and meal expenses for ECI sponsored events in addition to the Training Event fee (PS6002).

BACKGROUND

ECI holds training sessions at a wide variety of geographic locations nationally and internationally. Approved trainers/presenters will incur cost(s) and should be reimbursed for reasonable expense(s) when providing training on behalf of the organization (PS6002).

PURPOSE

This Policy was developed to provide guidance to Trainers/Presenters and ECI staff for reimbursement of expenses while providing an ECI certification review course.

APPLICABILITY

This policy applies to all ECI Approved Trainers/Presenters when providing ECI sponsored event(s) in the United States and U.S. Territories only.

DEFINITIONS

Approved Trainer/Presenter: Any individual who is currently approved by ECI to provide training for one or more of its certification review courses.

Certification Review Course: A certification-specific training course prepared by ECI whose primary purpose is to review the scope of knowledge and competency areas for a particular ECI certification.

ECI Sponsored Events: Sessions that are established and coordinated by ECI, where ECI is establishing the fees and expenses per PS6002.

RESPONSIBILITIES

ECI Approved Trainers/Presenters

- Completing an ECI Reimbursement Request and submitting them to the ECI Operations/Administration Manager
- Providing receipts for all reimbursable expenses

ECI Staff (Program Associate)

- Reviewing ECI Reimbursement Request and verifying receipts
- Issuing reimbursement payments for qualifying expenses

ECI Accounting Manager

- Final approval of all receipts and expenses
- Track documentation for each event
- Report any unresolved inconsistencies or issues to the Board of Directors

History

ECI has reimbursed trainers/presenters when they have provided instruction services on behalf of ECI.

Updates

This policy should be reviewed annually by the Professional Standards Committee and revised as necessary.

PROCEDURES

1.0 Reimbursable items:

1.1. Travel

- Round trip airline tickets (coach non-refundable or equivalent level seating). If ECI changes the flight plans, ECI will pay the ticket changes. ECI may cancel classes up to 10 days in advance. Any cancelations after the 10 day (before the class) will be at the expense of ECI.
- Rental car: One (1) full day if there is not a shuttle service.
- Mileage: From residence/business to venue and return.
- Shuttle service: From airport to venue and return to airport.
- Personal vehicle: Mileage at federal rate for up to 200 miles each way.
- Parking and Taxis: Reasonable reimbursement of fees. Tips can be included (20 percent max). Valet parking will not be reimbursed.

1.2. Lodging

- One night hotel if more than two hour drive.

1.3. Meals

- Meals reimbursement shall be for “reasonable” restaurants or fast food chains. High end or elaborate restaurants are not acceptable. Meals will be reimbursed for all travel and the day of the event. As a general guide, per diem will be as stated in HRXXX.01.
- ECI will not cover the purchase of alcohol.
- ECI will not pay for related expenses to other persons other than the Trainer/Presenter.

2.0. ECI Reimbursement Request

- ECI Approved Trainer/Presenter shall submit a completed and signed ECI Reimbursement Request with all applicable documentation.
- Failure to submit acceptable and proper documentation will delay or cause no reimbursement.
- Where requested, ECI may assist in setup of reservations. However, ECI will not provide reservations or deposits for reimbursements and expenses not directly related to the Training event (e.g. multi day hotel reservations related to a conference).
- Reimbursement request or supporting receipts shall be received in the ECI home office within ten (10) business days of the event and will be processed according to ECI business operations and practices.

3.0. ECI Administration/Accounting Manager

- Review ECI Reimbursement Request for accuracy and compliance
- Request additional documentation or clarification from ECI Approved Trainer/Presenter if necessary
- Issue reimbursement ECI Approved Trainer/Presenter

4.0. Additional Days and Expenses

- ECI may provide for additional reimbursements and expenses where additional travel days or other circumstances require and justify the expenses. Such conditions will be approved by the Executive Director in writing before the event. The approval form or email will be documented by the Accounting Manager.
- Where travel, weather, or other unforeseen events necessitate the need for additional expenses, ECI will reimburse the Trainer/Presenter fair and reasonable expenses. Such expenses will be documented by the Accounting Manager.

5.0. Payment for Training Session

- ECI will tender payment in accordance with PS6002 within 15 days if receipt of all receipts and expenses have been received and verified.

6.0. Reasonable and Necessary Expenses

- Trainers/Presenters are being reimbursed a standard rate for the Training Course, as specified annually ECI. ECI will be the sole judge of what constitutes an acceptable, reasonable, and necessary expenses.
- ECI recognizes that expenses will vary from State to State, and even within various locales within the State. As such, ECI may elect to provide additional reimbursement at the discretion of the Executive Director and approved by the Accounting Manager.

Related Documents

ECI Documents:

ECI Reimbursement Request (Appendix A)
PS6002, latest edition

Other Documents:

N/A

Related Links:

N/A

APPENDIX A

ECI Reimbursement Form