



## 2021 Annual Business Meeting (ABM) Travel Reimbursement FAQ

### **Please note:**

The Commission is planning for an in-person conference this year, with a virtual option for state compact commissioners who are unable to travel. In coordination with the Little Rock conference facilities on safety protocols, we continue to monitor recommendations from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO).

However, should public health guidelines change and prohibit in-person gatherings, the Commission may offer a virtual-only meeting and provide registration refunds upon request. Please use care when booking travel arrangements; **the Commission is not responsible for airfare or other travel reimbursements should public health guidelines require cancellation of the in-person conference.**

The Commission makes every effort to keep this document up to date, but guidance and state mandates are constantly changing. Please visit the [Arkansas Department of Health](#), [WHO COVID-19](#), and [CDC COVID-19 Travelers](#) websites for the latest information and guidance.

### **1. What documents do I need to file for reimbursement following the ABM?**

All personnel ("traveler") whose travel is covered by the Commission (i.e. Commissioners, Designees, Proxies, or Ex-officio members), must retain, and submit all receipts. **Receipts must be the itemized** or the traveler will not be reimbursed.

The traveler must complete the Non-CSG Employee Reimbursement form, attach itemized receipts (i.e. hotel, meals, air fare), and any supporting documentation outlined in this document related to mileage or use of a privately-owned vehicle.

The Non-CSG Employee Reimbursement form may be downloaded here, and will be emailed to Commissioner, Designees, and Proxies, and Ex-officio members post-ABM.

### **2. Am I responsible for reserving my hotel room?**

Yes, the traveler is responsible for reserving their own hotel room. The hotel must have a credit card on file for incidental charges, including but not limited to mini bar purchases (food/drink); entertainment; personal phone calls; or damage to the hotel guest room. Travelers calling the Little Rock Marriott to reserve their room should notify the front desk they are part of the MIC3 room block to ensure the Commission is charged for the room at the agreed upon meeting rate. If the traveler uses the online portal provided in the Registration form to book their room it automatically provides them a room within the MIC3 designated room block.

As in the past, during the ABM, the traveler's hotel room is reserved for two (2) nights. Any traveler requiring an additional night (3+) must have approval from the National Office prior to booking the hotel room.

### **3. Will my credit card be charged for my hotel room upon checkout?**

No, the Little Rock Marriott will be provided a list of individuals whose lodging is paid by the Commission.

### **4. Do I need to retain a copy of the hotel receipt/invoice?**



Yes, the hotel invoice must include the name/location of hotel, guest name (s), date(s) of stay, and a breakdown of charges for lodging, meals, telephones, and any incidentals.

**5. Is there a per diem for meals?**

No, a per diem is not specified; however, "reasonable" meal expenses (including gratuities) will be reimbursed.

**6. What travel related items will the Commission reimburse?**

Reimbursable expenses include:

- Ground transportation or mileage to/from the departure airport
- Airport parking fees
- Standard airfare and baggage fees
- Ground transportation (taxi or shuttle) to the hotel/lodging
- Meals
- Tips (i.e. baggage, hotel housekeeping)

**7. What travel related items are NOT reimbursable?**

- Alcohol
- Hotel incidentals
- Rental cars – unless prior approval has been granted
- Gas

**8. Will I be reimbursed for tips?**

It is understood that tips (hotel housekeeping, etc.) are discretionary and a receipt may not be available. These expenses may be claimed on the expense reimbursement form under "Other" with the type of tip (baggage, housekeeping, etc.)

**9. Is there a designated airport for the ABM?**

Yes, attendees should arrive and depart from the *Bill and Hillary Clinton National Airport*. Travelers residing in neighboring states may request approval to drive to the ABM thus allowing them to claim mileage on their personal vehicle.

**10. Do I need to book my own airline ticket?**

Yes, you will need to make your own travel arrangements. Air travel should be booked 30 days prior to the date of travel. Flights costs are automatically authorized up to \$700. You must obtain approval from the Executive Director to exceed this amount.

The Commission will only reimburse for coach/economy-class air fares. First class travel is allowed **only** when the fare is no higher than the coach/economy-class air fare or if a participant opts to use frequent flyer points for a first-class upgrade.

**11. What fees, related to air travel, are not authorized?**

The following is a list of air travel fees not authorized:

- Ticket change fees – Extenuating circumstances may be considered.
- Excess baggage fees – Standard fees are authorized
- Seat upgrade charges

**12. If I live in a neighboring state and have permission to drive my personal vehicle to the ABM, what documentation do I need to submit to be reimbursed?**



The maximum (including mileage, tolls, and lodging) is limited to no more than the normal expenses that would have been incurred if commercial air had been used. According to the Internal Revenue Service, the 2021 mileage rate is 56 cents per mile.

The following documents must be submitted with the travel reimbursement form.

- A valid airfare cost comparison obtained at least three weeks prior to departure date of the trip. If a traveler must take a last-minute trip, then the cost comparison must be run on the day it is learned the trip must be made, and this explanation must be given on the travel voucher.
- If the mileage is 0-100 miles, the traveler must provide documentation in the form of an odometer reading and/or a map showing miles coinciding with the dates of travel.
- For travel greater than 100 miles a map showing the miles coinciding with the dates of travel is **required**.
- Greater than 500 miles – A map showing miles and documentation of the public carrier rate coinciding with the dates of travel is **required**.

\*NOTE: Individuals are responsible for any traffic tickets/citations issued while traveling in a POV or a rental car on MIC3 business. MIC3 is not liable for any accidents or damage resulting from travel associated with MIC3 business.

**13. Will I be reimbursed for transportation to/from my home or work the airport?**

If the traveler takes public transportation, taxi, or shuttle to/from the airport – roundtrip travel fare may be claimed.

If the traveler is dropped off/picked up at the airport by a friend or family member, ONLY one-way travel mileage may be claimed for each trip. Airport parking fees incurred while a family member waits for the traveler upon his/her return are not eligible for reimbursement.

If a traveler utilizes airport parking for their personal vehicle, the round-trip mileage travel and airport parking fees may be claimed.

**14. What is the deadline to submit my reimbursement documents and form?**

Forms must be submitted **no later than 30 days** following the ABM. If they are received beyond this window, the traveler may be asked to provide the written justification.

**15. Who do I contact if I have questions about reimbursements or completing the form?**

A guide to completing the reimbursement form can be found at <http://bit.ly/2gfktRm>. You may also email your questions to [mic3info@csg.org](mailto:mic3info@csg.org) or call 859.244.8000.