

ABM Expense Reimbursement Table

Expense	Reimbursable	Spending Limit	Itemized Receipt Required	Notes
Mileage to/from home airport	Yes	Current IRS rate	No, a map of the route, including mileage, must accompany the reimbursement form.	https://www.irs.gov/tax-professionals/standard-mileage-rates
Airport parking garage fees	Yes		Yes	
Travel – Airfare Ticket	Yes, only coach or economy-class airfares are reimbursable.	Up to \$700, over \$700 requires approval before purchase. See Notes	Yes	If the cost exceeds \$700, flight information must be submitted to the Executive Director for approval.
Standard baggage fees	Yes	First bag only	Yes	
Ride-hailing service (Uber/Taxi)	Yes		Yes	Transportation between the ABM-designated airport and the ABM-designated hotel.
Hotel/Lodging	Yes, hotel/lodging charges for the ABM-designated days will be billed directly to MIC3.	Travelers will be charged for any dates that are outside of the authorized meeting dates, except when prior approval is received. See Notes	No	Travelers coming from greater distances may need additional nights' lodging. However, prior approval must be obtained from the Executive Director.*
Meals	Yes	Reimbursed at the federal government per diem rate: https://www.gsa.gov/travel/plan-book/per-diem-rates	No	Meals provided during the ABM are not eligible for reimbursement. Alcohol is not a reimbursable expense.
Gratuities	Yes	No	No	You must specify the type of tip (baggage, housekeeping, etc.) on the reimbursement form.