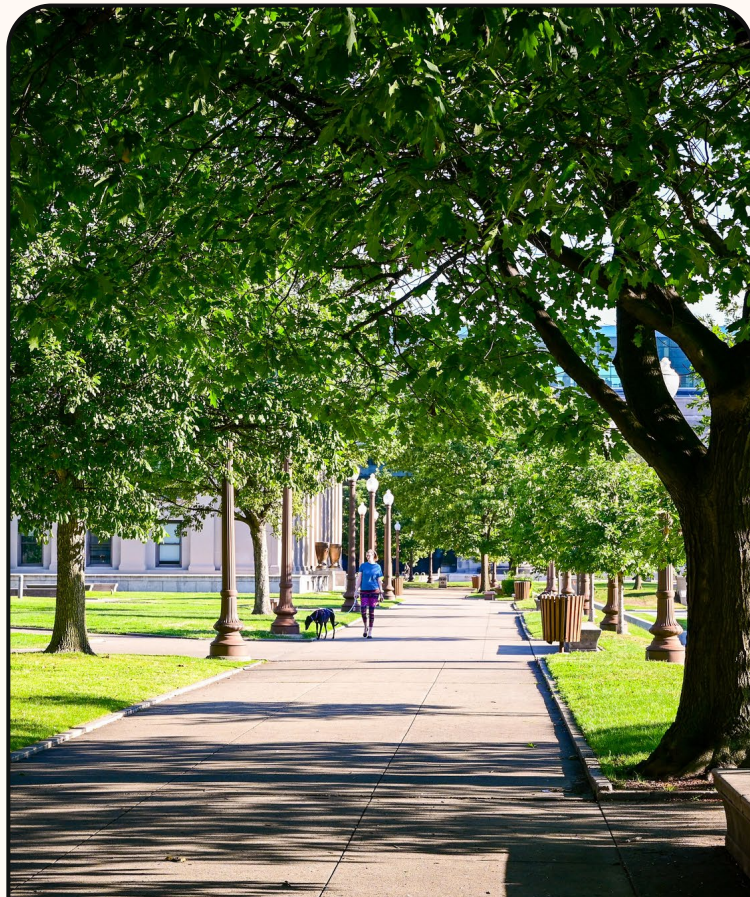


2025 ANNUAL BUSINESS MEETING: TRAVEL AND REIMBURSEMENT

2025 ABM Itinerary



**1-2014 Travel and Reimbursement Guidelines
(Amended August 29, 2024)**



PURPOSE

- A. Travel on Commission business to support or promote Compact-related programs is a valuable and necessary activity for the Commissioners, Ex-officio members, and staff. **Expenses incurred for business and other travel expenses are reimbursable when properly documented, approved, and in compliance with Commission and Council of State Governments' travel policies and requirements.**
- B. Only reasonable, necessary, and appropriate travel and business expenses will be funded by the Commission; expenses of a personal nature are unallowable and are the traveler's obligation.
- C. Commissioners, ex-officio, and staff making arrangements for the travel should follow all related requirements as detailed in this document and as required.
- D. In the conduct of Commission business, Commissioners, Ex-officio members, and staff should maintain the highest ethical standards and should keep in mind their responsibilities as responsible stewards of the Commission funds as a quasi-governmental regulatory agency.

EXCEPTIONS TO THE TRAVEL POLICY

A. The Executive Director has the discretion to make exceptions to the Travel Policy in extreme circumstances. Any determination may be made in consultation with the Council of State Governments; the Commission Chair, Treasurer; Executive or Finance Committees; General Counsel; or individual or consultant as deemed necessary.

Such as:

- Extenuating circumstances
- Family emergency
- Last-minute changes to travel itinerary

ASAP

Contact the Executive Director immediately if your travel plans change less than 30 days before the ABM. Failure to do so could affect your reimbursement eligibility.

Examples:

- Attendee did not check in during registration and is absent from roll on the first meeting day.
- Attendee checked in during registration but is absent for roll call on the first meeting day.
- Attendee was present on the first meeting day but is absent for roll call on the second meeting day.
- Attendee falls ill or has an accident during the meeting.

** The emergency process is provided in the Notes.*

GENERAL INFORMATION: ABM

B. For Annual Business Meetings (ABM), MIC3 will reimburse the Commissioner, Designee or Proxy for: ground transport or mileage to/from the departure airport; airport parking fees; airfare and standard baggage fees; ground transportation [such as a shuttle, ride- hailing service (such as Uber or Lyft), or taxi] to and from the approved designated airport to the hotel/lodging. For meals, MIC3 will reimburse based on the federal government per diem rate for the specified location and time of year as provided by the U.S. General Services Administration.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>



1. All travel for ABM will be via air unless prior approval is authorized by the Executive Director.*
 - a. Travelers shall arrive into and depart from the approved event designated airport unless prior approval to travel from a secondary location, or a mode other than air, is obtained from the Executive Director. Submittals must be made at minimum 45 days prior to the event. A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.

Flights costs are authorized up to \$700. The traveler must obtain approval from the Executive Director prior to travel should the traveler's ticket exceed this amount.

**If approved to drive to the ABM, please familiarize yourself with section VI. Use of a Privately-Owned Vehicle of the policy.*

GENERAL INFORMATION: ABM

b. Should the traveler reside in a neighboring state of the host state and wish **to travel by personal vehicle instead of air, the traveler shall submit a request to the Executive Director at minimum 45 days prior to the event.** A written justification, cost comparison of airfare vs. standard mileage, and other appropriate documentation must be submitted with the request.

2. **ABM hotel/lodging days (authorized for the meeting) will be billed directly to MIC3.**

3. The traveler will be charged directly by the hotel for any dates that are outside (prior to or post-meeting) of the authorized meeting dates.

**Note: The hotel typically extends the event rate prior to and post event.*

4. MIC3 will not reimburse incidental charges such as entertainment, personal phone calls, and in-room snacks or bar purchases.

GENERAL INFORMATION: RECEIPTS

A. All receipts submitted for reimbursement must be itemized and notated with the item(s) being claimed. A credit card receipt with just an amount is not reimbursable.

B. Meals: MIC3 will reimburse expenses based on the federal government's per diem rate for the specified location and time of year, as provided by the U.S. General Services Administration. <https://www.gsa.gov/travel/plan-book/per-diemrates>

**Meals provided for attendees during the ABM cannot be claimed on the expense reimbursement form.*

C. Alcohol: is **not** reimbursable and should be deleted from any receipt and the amount adjusted accordingly. If possible, separate any alcohol expense from your meal expense.

AIR TRAVEL

A. The traveler is required to book air travel a **minimum of 30 days prior to the date of travel.**

B. **MIC3 will only reimburse for coach/economy-class air fares.** A first or business class air fare is allowed only when the fare is no higher than the coach/economy-class air fare. The traveler shall use frequent flyer points or pay the difference between the coach/economy/main-class and upgraded air fare cost. The traveler must provide documentation of the itinerary and cost comparison between coach/economy class in comparison to the firstclass ticket. This documentation must be submitted by the traveler to the Executive Director prior to purchase for approval at minimum 45 days prior to the trip.

C. The traveler shall use best efforts to ensure the airfare booking is the lowest available with a confirmed seat. **Flights costs are authorized up to \$700.** The traveler must obtain approval from the Executive Director prior to travel should the traveler's ticket exceed this amount.

**To ensure attendees arrive safely and are eligible for reimbursement under federal per diem guidelines, attendees must provide travel documentation that outlines exact travel dates and times to the national office prior to traveling to the ABM.*

AIR TRAVEL

D. A traveler who is requesting an exception due to a medical issue must submit supporting medical documentation to the Executive Director for final determination.

E. Fees **not** authorized include:

1. Ticket change fees - Extenuating circumstances may be considered.
2. Excess baggage fees - Standard fees are authorized for one bag.
3. Seat upgrade charges. (e.g., upgrades to a higher-class fare such as Delta Comfort)
4. Additional legroom upgrades. (e.g., upgrades to a higher-class fare such as Delta Comfort)

USE OF A PRIVATELY-OWNED VEHICLE

A. Rate. The current reimbursement rate for a privately-owned vehicle is based on the [IRS standard business mileage rates](#) at the time of travel.

B. When using a personal vehicle, the maximum reimbursement for all travel expenses will be calculated as follows:

1. 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.
2. **A valid airfare cost comparison must be submitted with the travel voucher. The cost comparison must be obtained at least THREE weeks prior to the departure date of the trip.** If the traveler must take a last-minute trip (inside three weeks of the departure date), 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.
3. The national office reserves the right to conduct their own cost comparison should it be required.

USE OF A PRIVATELY-OWNED VEHICLE

C. Documentation (map)

1. 0 to 100 miles — Odometer reading and/or a map showing miles coinciding with the dates of travel.
2. Greater than 100 miles — A map showing miles coinciding with the dates of travel is **required**.
3. Greater than 500 miles — A map showing miles and documentation of the public carrier rate coinciding with the dates of travel is **required**.

D. Gas is not reimbursable when using a POV.

E. Note: The traveler is 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.

**Car rental is not an approved method of transport unless prior authority has been granted and it can be shown that it is a cheaper or comparable method of transport than air.*

REIMBURSEMENT

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.

*Official attendees traveling from a greater distance, (e.g., Hawaii, Alaska) may need additional accommodations please contact the national office for more information

REIMBURSEMENT: DEADLINES

Forms must be submitted no later than 30 days following the trip/event, in accordance with the Council of State Governments' Accounting timelines and processes.

A. If submittals are received beyond this window, the traveler may be asked to provide a written justification. Note: Expense claims are normally processed each Friday, and reimbursements are usually mailed the following Friday.

B. [Expense Reimbursement forms](#) with the required receipt documentation must be scanned/emailed to mic3info@csg.org. **(Photos of forms and documents are acceptable)** If email is not available, mail forms to: MIC3, c/o Council of State Governments, 1776 Avenue of the States, Lexington, KY, 40511.

** View Travel Reimbursement Guidelines at mic3.net/travel-reimbursement-guidelines/ or scan the QR Code*



REIMBURSEMENT SUBMITTALS THAT DO NOT MEET THE TRAVEL POLICY

A. Submittals that do not meet the travel policy requirements and are not able to be processed by the National Office will be either:

1. Returned to the traveler with an explanation why the reimbursement or line items could not be processed.
2. Forwarded to the Finance Committee for review for review and determination.
3. Appeals: Should the reimbursement be declined by the Finance Committee; the traveler may submit an appeal to the Executive Committee for review. Appeals may be submitted to the Executive Director no later than seven (7) days prior to the next scheduled Executive Committee meeting. The traveler will provide a formal letter providing the reason for the appeal and the appropriate supportive documentation. The decision made by the Executive Committee is final.

PER DIEM CALCULATION

Example: Traveler’s primary location is within a single travel day of the ABM.

Wednesday, October 22, 2025					Thursday, October 23, 2025					Friday, October 24, 2025					Total Amount Per Diem Eligible for Reimbursement	
First Day of Travel = \$60.00					ABM First Meeting Day = \$80.00					ABM Second Meeting Day & Last Day of Travel = \$60.00*						
Traveler	Breakfast	Lunch	Dinner	Incidentals	Breakfast	Lunch	Dinner	Incidentals	Breakfast	Lunch	Dinner	Incidentals				
Official Attendees	\$ 15.00	\$ 16.50	\$ 24.75	\$ 3.75		\$ 20.00	\$22.00	\$ 33.00	\$ 5.00		\$ 15.00	\$16.50	\$24.75	\$ 3.75		\$ 126.50

Example: Traveler’s primary location requires multiple days of travel to attend the ABM.

Tuesday, October 21, 2025					Wednesday, October 22, 2025					Thursday, October 23, 2025				
First Day of Travel = \$60.00					Full Day Per Diem = \$80.00					ABM First Meeting Day = \$80.00				
Traveler	Breakfast	Lunch	Dinner	Incidentals	Breakfast	Lunch	Dinner	Incidentals	Breakfast	Lunch	Dinner	Incidentals		
Official Attendees	\$ 15.00	\$ 16.50	\$ 24.75	\$ 3.75	\$ 20.00	\$22.00	\$ 33.00	\$ 5.00	\$ 20.00	\$22.00	\$33.00	\$ 5.00		

Friday, October 24, 2025					Saturday, October 25, 2025					Total Amount Per Diem Eligible for Reimbursement
ABM Second Meeting Day = \$80.00					Last Day of Travel = \$60.00					
Breakfast	Lunch	Dinner	Incidentals		Breakfast	Lunch	Dinner	Incidentals		
\$ 20.00	\$22.00	\$ 33.00	\$ 5.00		\$ 15.00	\$ 16.50	\$ 24.75	\$ 3.75		
										\$ 276.00

Meals provided during the ABM, which are not eligible for reimbursement.

If your organization mandates the use of their per diem rates for business travel, please inform the national office at mic3info@csg.org.

Figures are based on FY2025 GSA data and are subject to change. FY2026 GSA data will be available in September 2025.

NOTES

Event Locations

Unlike previous ABMs, the 2025 meeting will take place in a separate location from the hotel where attendees are staying. However, the NCAA headquarters is within three minutes' walking distance of the J.W. Marriott. Please review the map provided on the Resources slide for additional information.

- October 22, 2025 - Arrival Day and New Commissioner Reception (**J.W. Marriott**)

New Commissioner Reception 5:00 PM - 7:00 PM ET

- October 23, 2025 - ABM General Session, Meals, and Reception (**NCAA**)

- October 24, 2025 - Departure Day, ABM General Session and Meals (**NCAA**)

Hotel check-out is 11:00 AM ET.

ABM General Session will end around noon ET. Schedule departure after 2:00 PM ET

Important Deadlines and Dates

ABM: October 23-24, 2025

- Request to drive instead of fly (45 Days Prior to ABM): Monday, September 8, 2025
- Purchase airline ticket (30 Days Prior to ABM): Tuesday, September 23, 2025
- Submit Expense Reimbursement Form with documentation (30 Days After the ABM): Sunday, November 23, 2025*

**Due to the Thanksgiving holiday, MIC3 recommends all expense reimbursement forms be submitted no later than Friday, November 14, 2025*

NOTES

Should an emergency occur during the ABM, contact Lindsey Dablow at (859) 494-2881 or ldablow@csg.org.

General Emergency Process

- Staff will assess the situation.
- Alert the appropriate personnel and notify MIC3 leadership.
- If necessary, contact security or emergency personnel.

Missing Attendee

- Staff will confirm arrival with the hotel and attempt to contact the attendee.
- If arrival is confirmed, the hotel will be asked to perform a wellness check.
- If there is no response, staff will contact the designated emergency contact and any additional personnel to inform them of the situation.
- If an attendee has not contacted MIC3 staff or been located, then law enforcement may be informed.

PURPOSE

EXCEPTIONS

GENERAL

AIR TRAVEL

DRIVING

REIMBURSEMENT

PER DIEM

NOTES

RESOURCES

RESOURCES

[TRAVEL AND REIMBURSEMENT GUIDELINES \(WEBPAGE\)](#)



[2025 ANNUAL BUSINESS MEETING WEBSITE](#)



[FY2025 PER DIEM RATES FOR INDIANAPOLIS, INDIANA](#)



[2025 ABM ITINERARY](#)



[WALKING MAP: JW MARRIOTT TO NCAA HEADQUARTERS](#)



For assistance
contact the
national office at
mic3info@csg.org
or
by calling
(859) 244-8000.