

## 2025 ABA TRAVEL POLICY AND EXPENSE REIMBURSEMENT GUIDELINES

### Overview

Beginning in 2025, the ABA will reimburse **all volunteer** travelers for ABA-related travel expenses. This replaces the Travel per Diem system. The new program aims to eliminate taxable income resulting from Travel per Diems, reimburses all volunteers for actual travel expenses and allows the ABA to be more financially responsible.

### Transportation

#### Airfare and airline booking fees:

Please use **Sequel Travel**, the ABA's travel agency, to assist you with your travel needs, including getting your elite status benefits. Sequel Travel will bill your flight and any reimbursable fees directly to the ABA. When utilizing Sequel Travel there is no reimbursement request required. You can contact them at (800) 786-2738 or [aba.travel@sequeltravel.com](mailto:aba.travel@sequeltravel.com). While not mandatory, this is the preferred and most efficient practice for the ABA.

If you do not use **Sequel Travel** you will be required to submit your airfare receipt in **Concur**, a cloud-based application.

- The ABA reimburses for nonrefundable, coach class airfare that is purchased **21** or more days in advance. If circumstances prohibit you from booking in advance or the flight cost is higher than normal, please notify [lizzie.brill@theaba.org](mailto:lizzie.brill@theaba.org).
- If you need one or more fee-based services to get to your destination comfortably, conveniently and cost-effectively, the ABA will reimburse them within reason (e.g., extra legroom, a checked bag, early boarding because seats are unassigned).
- If the ABA changes the meeting date(s) after you book your ticket, the ABA will reimburse change fees/fare differentials.
- The ABA will reimburse up to \$250 in change fees for the return flight if the meeting ends early. Attendees are expected to stay for the entire meeting.

#### Personal car:

If you drive your personal car to the meeting site, the ABA reimburses your mileage at the current IRS rate. This rate is inclusive of fuel and any maintenance (no separate reimbursements for fuel are allowable). Mileage is also reimbursable to and from your home to the airport.

Self-parking, valet parking and any tolls are also reimbursable including any related gratuities.

#### Taxi/Ride-Share:

If no meeting shuttle or personalized transportation is provided, the ABA allows for the reimbursement of taxi/ride-sharing expenses for attending ABA-hosted meetings. This includes transportation to and from the airport and any other direct ABA hosted and arranged events. Volunteers are asked to be mindful to not incur excessive expenses for taxi or limousine services.

## Lodging

**ABA-hosted meetings:** Your room and tax are billed to the ABA for the approved number of nights.

**Other meetings:** If you are representing the ABA at an external meeting, the ABA reimburses your room and tax at the host hotel for the approved number of event nights.

**Extra room nights:** If you need extra room nights for personal or non-ABA business, let us know when you register. The hotel will honor the group rate (subject to availability) and charge you for the extra night(s).

**Late Checkout Requests:** Late checkout requests are subject to hotel availability and cannot be guaranteed. Fees or extra night charges related to late checkouts are not reimbursable. If you need a place to change or work while waiting on a late flight, check with the ABA meeting staff for options.

In-room movies, telephone, laundry, mini-bar charges and other incidentals are your responsibility.

## Meals

ABA-hosted Raleigh meetings generally include meals as part of the event. However, in the event that a meal is not provided, *including the day of arrival or departure*, the ABA will reimburse up to \$75 per day, inclusive of tips.

## Reimbursement Process and Receipts

The ABA uses a cloud-based platform, **Concur**, for submitting all expense reimbursement requests. Instructions will be provided on how to create an account and input your expenses. During your meeting, an ABA event planner will be available to help you log in and answer questions about the process. We kindly request that you submit your expenses no later than **14 days** after the event to expedite the processing of your reimbursement. The ABA will process your service per diem separately from any travel related expense reimbursements.

- Individual expense transactions **under \$75 will not require** a receipt for reimbursement.
- Reimbursements will be paid electronically through ACH (an “Automated Clearing House” electronic funds payment) and will typically be deposited within a week of your report being submitted.
- Please alert the ABA if your service per diem or travel reimbursement payments are required to be sent to your institution instead of your personal account.

**If you have not yet set up your electronic payments, our accounting team will send you an ACH and W-9 form to complete prior to your arrival in Raleigh.**

**Questions: Contact ABA Senior Event Planner, Lizzie Brill, at [lizzie.brill@theaba.org](mailto:lizzie.brill@theaba.org) or 919-745-2206.**