
Travel Expense Reimbursement Guidelines

ABPP reimbursement regulations provide for actual expenses that are “reasonable and necessary” to the transaction of Board business. ABPP is obligated for expenses up to the following guidelines when submitted within 30 days from the date the expense was incurred.

1. Transportation
 - a) In-state personal auto use is reimbursed at \$0.485 per mile.
 - b) Personal auto (or plane) use is reimbursed at a rate not to exceed the equivalent of commercial air coach fare.
 - c) Air coach or its equivalent must be used. It is expected that thrift fares will be obtained when available (an explanation is required if full fare coach rates are charged). In many cases this will require a Saturday overnight stay. Please submit air travel expense as soon as you make arrangements.
 - d) Rail transportation is permitted, not to exceed air coach cost.
 - e) Car rental services may be used in situations where the cost is less than or equivalent to other means of transportation, or when schedule commitments require deviation from normal means of transportation. Please explain any deviation. Personal Accident Insurance cost is not included.
 - f) When possible, limousine and air transport services (shuttles) should be used.
2. Food
 - a) Please keep food costs reasonable. Reimbursement for dinner expenses shall be honored up to \$75, including beverages and gratuities. Excess dinner costs are to be paid out-of-pocket.
 - b) When food expenses are paid by an individual for a group of authorized persons, the request for reimbursement must be accompanied by the bill/receipt for the group with an indication of the number of persons included in the bill.
 - c) If a guest is included at dinner, the cost will be deducted from the reimbursement.
3. Receipts
 - a) Original receipts are required for the following:
 - Lodging (rates over \$185 per diem must be pre-approved.)
 - Transportation (air ticket, bus; train; car rental receipts. Car rental must be justified in writing – see 1.e.)
 - Airport or hotel parking.
 - Receipts for food expenses.
 - Any unusual expenses, including food payments for multiple people.

4. Non-Reimbursable Expenses

a) Reimbursement will not be made for personal expenses such as:

- Alcoholic beverages
- Telephone calls (except calls relating directly to the meeting – one office call and one personal call per day will be reimbursed.)
- Cleaning and laundry
- Insurance

5. Explanation of other and unusual expenses:

6. Instructions for submitting reimbursement requests:

- Specialty Board reimbursement requests are to first be forwarded to the treasurer of the respective specialty board and then to Central Office (as below).
- Please, be reminded that reimbursement requests should be forwarded in a timely manner by the requestor to the specialty board treasurer, who will then submit to Central Office.

ABPP Central Office
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