

Annual Meeting Faculty Reimbursement Guidelines

AAAAI requires that reimbursement to AAAAI Annual Meeting faculty be provided in a consistent manner based on clearly identified criteria. AAAAI recommends the following guidelines be followed:

- Allowed reimbursement is determined based on the individual's AAAAI member status and speaking assignments for the relevant Annual Meeting year. Each speaking invitation lists the reimbursement offered to each faculty member.
- Expense reimbursements will not exceed the allowed amounts indicated on the expense reimbursement form.
- The allowed reimbursement will be listed on each individual's expense reimbursement form, which is distributed at the Annual Meeting in the Speaker Resource Room. Unclaimed expense packets will be mailed out within two weeks following the meeting.
- Examples of miscellaneous expenses may include (but are not limited to):
 - Meals, snacks or coffee purchased on the meeting dates in which you are assigned to speak
 - Highway tolls and/or hotel parking if you drive to the meeting
 - Long-term airport parking if you fly to the meeting
 - Internet usage fees in the hotel if an overnight stay is required
 - Shuttle to meeting venue from the airport if transportation is required
 - Checked bag fees if air travel is required
- Examples of miscellaneous expenses that **will not** be reimbursed include (but are not limited to):
 - Pay Per View movies ordered in your hotel room
 - Mileage to/from the airport/train/bus station from which you are departing
 - Meals, snacks or coffee purchased for or accrued by anyone other than the AAAAI faculty requesting reimbursement
 - Other entertainment expenses deemed irrelevant to your participation as faculty for the AAAAI Annual Meeting
 - Rental vehicles

*You must provide **itemized** receipts for all miscellaneous expenses for which you are requesting reimbursement. See page 2 for an example of an itemized meal receipt.*

The AAAAI Board of Directors, Annual Meeting Program Subcommittee leadership and staff members reserve the right to address reimbursement requests on a case-by-case basis as needed.

For more information, please contact the AAAAI Executive Offices at (414) 272-6071 or cme@aaaai.org.

Example of an Itemized Meal Receipt

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
www.harvestmoontucson.com

CARD TYPE : MC
CARD HOLDER : ██████████
CARD NUMBER : ██████████
EXPIRATION DATE : XXXX

DATE : 2013-11-11 TIME : 1:57:34 PM

Invoice# : 00301111
Table# : B05
Server Name : CYNTHIA_LOPEZ

Charge Amt\$: 19.46

TIP AMOUNT\$ _____
FINAL AMT\$ _____

APPROVED : 05571Z
TRACK # : 3122

SIGNATURE : _____

----- THANK YOU -----

Receipt not itemized
Not reimbursable

Harvest Moon
12125 N Oracle Rd D5
Tucson, AZ 85739
TEL: 520-825-5351
www.harvestmoontucson.com

Re-Printing 1

Dine In
Date: 11-11-2013 Time: 1:23PM # 30

Server: CYNTHIA_LOPEZ
TAB#: B05
No. of Guest: 2

1 L- Cashew Chicken w. Brown Rice w. Egg Flower Soup	7.50
1 L- Mongolian Chicken w. Brown Rice w. Egg Flower Soup	8.00
1 Hot Tea (per pot)	2.50
Amount:	18.00
TAX(8.1%)	1.46
TOTAL :	19.46

Thank you very much.

Itemized receipt
Reimbursable