

## **Faculty Reimbursement Guidelines**

AAAAI and WAO require that reimbursement to Joint Congress faculty be provided in a consistent manner based on clearly identified criteria. AAAAI and WAO adhere to the following guidelines:

- Allowed reimbursement is determined based on the individual's AAAAI member status and speaking assignments for the relevant year. Each speaking invitation lists the reimbursement offered to each faculty member. **If a speaker is presenting in multiple sessions, s/he will be reimbursed first for the session offering the highest reimbursement rate. Any subsequent speaking assignments will provide an additional \$250 honorarium up to a total of three (3) speaking assignments.**
- The allowed reimbursement will be listed on each individual's expense reimbursement form, which is distributed at the Joint Congress in the Speaker Resource Room. Expense reimbursements will not exceed the allowed amounts indicated on the expense reimbursement form.
- Examples of travel expenses may include (but are not limited to):
  - ✓ Hotel nights within two (2) days of your presentation at the Joint Congress
  - ✓ Coach airfare for the duration of the Joint Congress
  - ✓ Meals, snacks or coffee purchased on the meeting dates on 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, WAO Board of Directors, Annual Meeting Program Committee 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](mailto: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 # 30  
Date: 11-11-2013 Time: 1:23PM

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
<b>TOTAL:</b>	<b>19.46</b>

Thank you very much.

Itemized receipt  
Reimbursable