

## Expense Guidelines for Faculty

### **General**

- Expense vouchers must be requested through the online reimbursement system within 60 days of completed travel and accompanied by receipts;
- Reimbursement requests will be processed by the executive office within 30 days of receipt;
- Should you wish to extend your stay prior to or following a meeting, you will be responsible for all expenses incurred on those dates

### **Travel Expenses Eligible for Reimbursement**

- Continental or international flights arranged on your own will be reimbursed post meeting as below. Should you not wish to pay for your flight upfront, travel arrangements can be made through the official AAAAI travel agency.
  - All flight arrangements must be made **at least 30 days prior** to the start of the meeting whenever possible;
  - Round trip economy airfare for continental travel will be reimbursed;
  - Airline miles used to pay for flights or upgrades cannot be reimbursed;
  - Airline charges for checked luggage will be reimbursed;
  - Airport parking fees will be reimbursed;
  - In flight Wi-Fi will not be reimbursed;
- While a guest is allowed to travel with you, all guest's costs are at your own expense;
- Onsite ground transportation (taxi/Uber) to and from the meeting as necessary will be covered with receipt documentation. However, AAAAI cannot reimburse you for credits you use for Uber or other rideshare items.
- Private car services/limousines, etc. require pre-approval from the Secretary-Treasurer and are handled on a case-by-case basis.
- Mileage will be reimbursed at the current IRS rate for business use of a personal vehicle. AAAAI will reimburse up to the average cost of airfare to the meeting destination, should you choose to drive;
- Car rental is not covered as a reimbursable expense.

### **Housing Expenses Eligible for Reimbursement**

- All housing must be within the AAAAI Room Block
- You will be responsible for incidental costs associated with in-room movies, video-game rental, bar tabs and dry cleaning.

### **Meal Expenses Eligible for Reimbursement**

- Meals are reimbursable up to \$150/day
- Itemized receipts for all meals are required for reimbursement.