

**FORM 7
REQUEST FOR REIMBURSEMENT
AMERICAN ACCOUNTING ASSOCIATION**

		Description	Amount
Travel:	Airfare	_____	_____
	Taxi/Limo	_____	_____
	Car Rental	_____	_____
	Mileage (use current IRS rate)	_____	_____
	Parking	_____	_____
Hotel:	Sleeping Room	_____	_____
	Meeting Room	_____	_____
	Audiovisual	_____	_____
	Banquet Services	_____	_____
Meals & Incidentals (max. \$40 per day):		_____	_____
List travel dates		_____	_____
		_____	_____
		_____	_____
Services:	Printing/copying	_____	_____
	Mailing	_____	_____
	Fees	_____	_____
	Telephone (AAA related)	_____	_____
Awards:		_____	_____
Other:		_____	_____
Total Amount Requested:			_____
Event or other reason for reimbursement:			

Make check payable to: (PLEASE INCLUDE FULL NAME AND CURRENT MAILING ADDRESS)			

Signature _____		Date _____	
Authorization _____		Date _____	
<input type="checkbox"/>			

American Accounting Association Reimbursement Policy

- A. No reimbursement is allowed for travel expenses to attend the AAA Annual Meeting, except for housing and meals for the days preceding or following the four convention days, necessitated by authorized committee meetings.
- B. Meals and incidentals will be reimbursed for their actual cost up to a maximum of \$40 daily. However, if group meals are provided, the maximum will be reduced by \$10 for breakfast, \$10 for lunch and \$20 for dinner. No receipts required.
- C. Hotel charges for room and taxes only are reimbursed at actual cost. Detailed receipt must be provided.
- D. Air and other public transportation are reimbursed at lowest available fare (premiums paid for business or first-class airfares are not reimbursable. Itinerary change fees will be reimbursed only with written statement indicating reason the change was unavoidable, or the change resulted in a lower fare. Receipt showing amount and flight information must be provided.
- E. Mileage is paid at the 2012 IRS rate. (55.5 cents per business mile driven.) Long-distance driving will be reimbursed at the lower mileage or lowest coach airfare.
- F. Travel plans should be made more than two weeks prior to departure to avoid full-price airfares.