

**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. No reimbursement is allowed for extra travel insurance. The association covers all members and staff traveling for the AAA under a \$100,000 accidental death and dismemberment policy.
- F. Mileage is paid at the 2011 IRS rate. (55.5 cents per business mile driven.) Long-distance driving will be reimbursed at the lower mileage or lowest coach airfare.
- G. Travel plans should be made more than two weeks prior to departure to avoid full-price airfares.