



The American Association of Immunologists REIMBURSEMENT POLICY AAI Travel Grants for IUIS 2023

Subject to the limits set forth below, the AAI Reimbursement Policy allows for the reimbursement of expenses incurred while on authorized AAI travel.

1. Expenses will be reimbursed upon the presentation of properly prepared reimbursement requests signed by the claimant and approved by the AAI Executive Office. All expense reimbursement requests must be accompanied by receipts. **Requests without receipts will not be honored.** Receipts are detailed documents issued by the vendor; credit card statements are not acceptable. Eligible expenses will only be reimbursed after the conclusion of the meeting. **All expense reimbursement requests must be submitted to awards@aai.org by January 31, 2024.**
2. Airfare will be reimbursed at economy class, premium economy class, or business class rates, and must be at an advanced purchase rate or equivalent. Expenses associated with changing travel arrangements after the initial reservations have been made will not be reimbursed.
3. Reasonable expenses for four (4) ground transportations (cabs, buses, Uber, Lyft, shuttles, etc.) associated with the activity will be reimbursed to the traveler at actual cost. Travelers will be reimbursed for transportation to and from the airport and their home, and to and from the airport and their hotel. Other transportation expenses incurred during the meeting are not reimbursed. Limousine and town car expenses are not generally reimbursed unless equivalent to public transportation.

The use of rental cars in lieu of public transportation is not allowed. If personal automobiles are approved for use, mileage will be reimbursed at the current standard rate. Mileage reimbursement will be subject to the same ground transportation limits in the preceding paragraph.

4. Lodging expenses for up to seven (7) consecutive nights will be reimbursed at the single or double room rate at any of the designated meeting hotels. If the attendee elects to stay at a hotel other than one of the designated meeting hotels, reimbursement will be no greater than the average of the designated meeting hotels (\$186 daily rate). Expenses for extra hotel nights, extra guests, or an adjoining or extra room, will not be reimbursed. To receive reimbursement for lodging expenses, the hotel receipt must be in the name of the awardee.
5. Expenses for meals will not be reimbursed nor is alcohol reimbursable.
6. Personal expenses such as tips, laundry, valet, travel insurance, entertainment, internet charges, etc., will not be reimbursed.
7. AAI membership dues will not be reimbursed.
8. Registration for the meeting will be reimbursed at the Early Bird rate. **Grant recipients must register for the meeting themselves** at <https://iuis2023.org/registration-fees/>. The deadline for Early Bird registration is August 30, 2023. Awardees will not be reimbursed for optional registration items, including pre-Congress courses or social events.
9. **Total reimbursement shall not exceed \$2,500.**

The AAI reserves the right to deny reimbursement for any charges deemed inappropriate or excessive.

We appreciate your efforts in containing costs. Thank you for your cooperation and participation!

The American Association of Immunologists, Inc.



The American Association of Immunologists, Inc.
2023 TRAVEL EXPENSE REIMBURSEMENT REQUEST
AAI Travel Grants for IUIS 2023

Name of Awardee: _____ Date: _____

Make award reimbursement check payable to*: _____

Mailing Address: _____

***If check is payable to awardee, signature of department chair (or, for trainees, advisor) is required below.**

Please 1) furnish all of the information requested below, 2) scan receipts supporting the totals entered below and attach the digital copies to this request, and 3) sign the request.

Date and hour of trip departure: _____ Date and hour of trip return: _____

Transportation to destination city:

Date	From (city & state)	To (city & state)	Specify (airplane, train, bus, auto)	Auto mileage	\$ Amount (auto at \$0.655 per mile)

Total other transportation (taxi, bus, Uber, Lyft): _____

Total lodging expenses (not including meals): _____

Meeting registration: _____

I certify that the above charges, incurred by me, are correct and proper. TOTAL \$ _____

Claimant signature: _____

***If check is payable to awardee, signature of department chair (or, for trainees, advisor) is required:**
I hereby certify that the claimant is not being reimbursed for these expenses by this department or institution.

Print Name of Department Chair/Dean [Advisor (for trainees)]

Signature: _____ Date: _____

Email Address: _____ Office Phone: _____

AAI appreciates your participation and efforts to contain costs.
Reminder: Attach all receipts to ensure reimbursement.

APPROVAL: For AAI use only

I certify that the above travel was duly authorized and I approve the claim for payment.
 Approving signature: _____ Date: _____

Email form and receipts to awards@aai.org.

All expense reimbursement requests should be submitted by **January 31, 2024**.