



The American Association of Immunologists
REIMBURSEMENT POLICY
AAI Travel Grants for the 5th European Congress of Immunology

1. Subject to the limits set forth below, the AAI Reimbursement Policy allows for the reimbursement of expenses incurred while on authorized AAI travel.
2. In order to receive the award, the awardee is required to attend the 5th European Congress of Immunology (ECI) and present his/her abstract. This grant may not be combined with other awards or grants for the 5th ECI.
3. 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. *Please convert foreign currency to U.S. dollars (USD) using the historic exchange rate from a reputable financial site such as xe.com.* Eligible expenses will only be reimbursed after the conclusion of the meeting. **All expense reimbursement requests should be submitted by October 31, 2018.**
4. Airfare will be reimbursed at the lowest possible excursion rate (economy class) and **must be at an advanced purchase rate or equivalent.** Limits for airfare are based on the circumstances of the travel and economy class/standard airfares offered at the time of travel. Lowest airfares may require stopovers. Upgrades will not be reimbursed and are at the discretion and expense of the traveler. Expenses associated with changing travel arrangements after the initial reservations have been made will not be reimbursed. Reimbursement for airfare will be limited to a maximum of \$1,600. If travel does not originate from the grant recipient's city of employment, the AAI Executive Office must be notified in advance. Any other exceptions to these conditions must be approved by the AAI Executive Office in advance of purchase.
5. Reasonable expenses for four (4) ground transportations (cabs, buses, shuttles, etc.) associated with travel 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 will not be reimbursed. Limousine and town car expenses will only be reimbursed if equivalent to cab fares.

The use of rental cars in lieu of public transportation will not be reimbursed generally; exceptions must be pre-authorized by the Executive Office. 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.
6. Lodging expenses will be reimbursed at the single room rate at a designated meeting hotel for up to five (5) meeting nights. Expenses for extra hotel nights will not be reimbursed. Reimbursement for lodging will be limited to a maximum of \$1,200.
7. Expenses for meals will not be reimbursed nor is alcohol reimbursable.
8. The following expenses will not be reimbursed: tips, room service, laundry, valet service, travel insurance, entertainment, telephone calls and internet connection charges. Other expenses considered personal may be denied at the discretion of AAI.
9. AAI membership dues will not be reimbursed.
10. Registration for the meeting will be reimbursed at the advance (early) rate. **Travel grant recipients must register for the meeting themselves.** The deadline for early registration is June 29, 2018. Online registration may be completed at <https://www.eci2018.org/registration/>. **A receipt for meeting registration must be included in requests in order to receive any reimbursement.**
11. Total reimbursement shall not exceed \$2,000.

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.
2018 TRAVEL EXPENSE REIMBURSEMENT REQUEST
AAI Travel Grants for the 5th European Congress of Immunology**

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) tape or staple receipts supporting the totals entered below to blank 8x11 sheets and attach them to this request, and 3) sign the request.

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

Transportation to destination city:

Date	From (city & state)	To (city & state)	Specify (airplane, train, bus, auto)	Auto mileage	\$ Amount (auto at \$0.545 per mile)

Total other transportation (taxi, bus): _____

Total lodging expenses (not including meals): _____

Other specifically authorized expenses (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 original 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: _____

Submit a combined PDF of form and receipts to: awards@aai.org.