



TRAVEL EXPENSE FORM
 IMPORTANT: SEE REVERSE SIDE FOR INSTRUCTIONS

Date: _____

CLAIMANT INFORMATION

Name _____

Institution _____

Address _____

City _____

State _____ Zip Code _____

Telephone _____

Fax _____

E-mail _____

Signature _____

I certify that the charges, incurred by me, are correct and proper

Submit this form with **original receipts** as applicable to:
 American Association of Anatomists
 9650 Rockville Pike
 Bethesda, MD 20814

Voice: (301) 634-7910

REIMBURSEMENT DETAILS

Please furnish all information requested;
 incomplete forms may be returned.

Category	Amount
Airfare Receipt required	\$
Cab Fare Receipt required for trips over \$25	\$
Hotel Receipt required	\$
Meals Receipt required for individual meals over \$25	\$
Mileage _____ x .50	\$
Parking Receipt required for items over \$25	\$
Rail Fare Receipt required	\$
Internet Access & Telephone (see reverse)	\$
Tips (see reverse)	\$
Other	\$
Total	\$

Notes: _____

Purpose of Travel: (include persons and/or organizations visited and reason for travel)

(Do not write in this box)

Approved by: _____

Date: _____ Acct #: _____

AAA Travel Reimbursement Policy

Please contact the AAA National Office regarding any questions or pre-approvals:
301-634-7910 (phone) — 301-634-7965 (fax) — exec@anatomy.org (e-mail)

AAA reserves the right to deny reimbursement for any charges deemed to be unreasonable or excessive. Please review this policy carefully. **Symposia organizers should be certain that all invited speakers are familiar with it.**

Deadline

All receipts and information be submitted within 45 calendar days of any meeting for which the attendee is to be reimbursed by the AAA. Unless there are extenuating circumstances, receipts received after 45 days will be returned and not reimbursed.

Receipts

Must submit **original receipts** for travel expenses (plane, train, bus); for hotel expenses; for applicable registration fees; and for every individual meal or taxi/shuttle expense over \$25. Mileage will be reimbursed at .50 cents a mile (or up to the rate of economy air fare, whichever is lower) for use of personal vehicle on AAA business. If a personal vehicle is used, parking and toll charges will be reimbursed with receipts.

On reimbursement for travel outside the U.S., AAA will reimburse the amount shown on the traveler's credit card statement (if provided) or AAA will calculate the amount based on online exchange rate on day trip began.

In special circumstances, individuals who have unique dietary needs (diabetics, etc.) may document their expenditures in letter format for reimbursement of meals.

Tips for porters (baggage handling) may be reimbursed without receipts for \$5.00 on the first day and \$5.00 on the last day of a trip (total \$10.00).

Airline tickets must be booked at coach (economy) fare. This must be done at least 14 days in advance unless there are extenuating circumstances.

Telephone calls that appear on the hotel bill will be reimbursed at the rate of 1 call per day not to exceed \$5.00 per call. In addition, reimbursement will be made for Internet access that is listed on your hotel bill.

AAA will subtract any costs related to spouse/companion travel, hotel or meals. At its discretion, AAA will also subtract the cost of additional travel stops for personal travel compared to the basic trip.

Travel Insurance

AAA will consider reimbursement for travel insurance only if the purchase of such insurance has been discussed with and approved by AAA in advance.

Non-allowable Expenses

Movie and/or video games in hotel; excessive beverage charges; entertainment as broadly defined; books, magazines, newspapers, etc., spas and workout facilities unless included with hotel room; and car rentals (unless previously arranged or appropriately justified via the AAA National Office). **If a car has been rented without advance approval, AAA will reimburse only the equivalent cab fare to and from the airport and hotel.**

Reimbursement for Chairs of Committees

Chairs of AAA committees may, in the cause of their duties, incur expenses as projected in their budget requests. At, or close to, the end of the calendar year, the Chair of each committee will submit an invoice on his/her departmental letterhead detailing expenses related to the duties of the committee. Expenses incurred such as phone calls, conference calls, photocopying, part of a secretary's time, etc., may be listed by date and detailed, but no receipts are necessary. Expenses for which receipts should be available, such as meals, travel, Fed Ex, etc., should also be listed and detailed, with original receipts included. The reimbursement will be made payable to the Department or the University, whichever is appropriate.