



**ANNUAL MEETING AT EB – TRAVEL EXPENSE FORM**  
**IMPORTANT: SEE REVERSE SIDE FOR INSTRUCTIONS**

Date: \_\_\_\_\_  
 (due by April 29, 2016)

**CLAIMANT INFORMATION**

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

*By this signature, I certify that the charges incurred by me are correct and proper and that these expenses are not being paid by any other party.*

Submit this form with **original or electronic receipts** to:  
 American Association of Anatomists  
 9650 Rockville Pike  
 Bethesda, MD 20814  
 cshultz@anatomy.org  
 Phone: (301) 634-7907

**REIMBURSEMENT DETAILS**

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

Category	Amount
Airfare Receipt required (52109)	\$
Cab Fare Receipts required (52110)	\$
Hotel Receipt required (52108)	\$
Meals Receipts required (52110) **Restrictions Apply – See p. 2	\$
Mileage _____ x .575 (52110) **cents per mile	\$
Parking Receipt required (52110)	\$
Rail Fare Receipt required (52110)	\$
Other	\$
Total	\$
Budgeted Amount	

*\*should be in US Dollars*

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purpose of Travel:**

**EB 2016 Speaker/Chair**

Symposia Chair:

Symposia Title:

Symposia Date:

(Do not write in this box)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Department Code #: **2533**

## AAA Travel Reimbursement Policy

Please contact the AAA National Office regarding any questions or pre-approvals:  
301-634-7910 (phone) — 301-634-7965 (fax) — cshultz@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.** Effective 1/1/12, electronic submission, including a scanned copy of this form and related receipts, is acceptable.

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**\*\*Actual expenses for meals not coordinated through AAA (e.g. meals provided in conjunction with a meeting) will be reimbursed to the traveler at the government per diem rate per day of travel. Receipts are still required.\*\* Amount for San Diego is \$71/day maximum.**

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### 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 receipts** for travel expenses (plane, train, bus), for hotel expenses, for applicable registration fees, and for every individual meal or taxi/shuttle expenses. Mileage will be reimbursed at .575 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.

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

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.

### Non-allowable Expenses

Wi-fi, movie and/or video games during travel or 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.**