# Request for Reimbursement form

Please prepare only form for each meeting.

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|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting name / Meeting purpose**  **Dates**  **Number of approved nights**  *(to be completed by AIA Staff)*  **Location of Meeting** | CACE Annual Meeting 2017 | | | | | | ***MAILING INSTRUCTIONS***:  *The completed form is to be mailed to:*  **Ryan Graves**  **American Institute of Architects  1735 New York Avenue, NW Washington, DC 20006** | | | |
|  | | | | | |
| August 9-11, 2017 | | | | | |
| 3 nights w/ check-out on 8/12  (up to total of $1000) | | | | | |
|  | | | | | |
| **Reimbursement expenses** | | **Date** | | | | | | | | **Totals** |
| **Sun.** | **Mon.** | **Tue.** | **Wed.** | **Thur.** | | **Fri.** | **Sat.** |
|  |  |  | 9 | 10 | | 11 |  |
| **Parking** | |  |  |  |  |  | |  |  | **$** |
| **Lodging** | |  |  |  |  |  | |  |  | **$** |
| **Airfare/ground transportation** | |  |  |  |  |  | |  |  | **$** |
| **Auto mileage (miles @ $0.535)** | |  |  |  |  |  | |  |  | **$** |
| **Total** | |  |  |  |  |  | |  |  | **$** |
| **Total expenses** | | | | | | | | | | **$** |
| **Make check payable to (please type or print):**  **Name** | | | | | | | | | | |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | (Name of component) | | | | | | | |  | | **Address** |  | | | | | | | | (Street address or PO Box) | | | | | |  |  | |  | |  | | | | | City | | State | | Zip code | | | | | | | | | | | |

### (See reverse for instructions)

**Reimbursement policy**

*(for CACE Executive Directors of Components only)*

All reimbursement forms must be submitted by November 1, 2017.

**What will be reimbursed?**

* lodging (AIA will reimburse a single room with a private bath in a moderately priced, business-class hotel from August 9–11, 2017)
* transportation
* coach airfare
* taxis/Uber/Lyft (to and from the airport or train station ONLY)
* airport shuttles
* tolls
* airport parking
* the use of a personal automobile will be reimbursed at the maximum per-mileage rate $.535 for business travel established annually by the Internal Revenue Service. (proof of mileage must be included; a map will suffice)

**Receipts**

The AIA will reimburse up to $1,000 with qualifying receipts. Receipts for all expenditures must accompany the Request for Reimbursement form. The completed form should be emailed to [componentrelations@aia.org](mailto:componentrelations@aia.org) by November 1, 2017.

**What will not be reimbursed?**

# Food (includes bar tabs and room service) and Internet (no upgrades)

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