# 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 |

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###  (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 by November 1, 2017.

**What will not be reimbursed?**

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

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