

# AAEA Reimbursement Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_ Month: \_\_\_\_\_ Purpose: \_\_\_\_\_

***Please attach all original receipts***

Date	Merchant Name	Describe Expense	\$ Amount

Date: \_\_\_\_\_

Subtotal: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Following Pages: \_\_\_\_\_

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

Total Reimbursement: \_\_\_\_\_

**AAEA Travel Reimbursement Policy**

Reimbursement will be processed for the lowest airfare (up to coach class and booked two weeks in advance) or surface transportation; and lodging including only the night before the board meeting starts through the night the board meeting ends. AAEA will reimburse for car mileage at the standard IRS reimbursement rate which is currently 56.0 cents/mile. The Association will not pay for airfare cancellation or change fees unless pre-approved by the President. Lodging and meals are on a direct reimbursement basis. Receipts are required for all reimbursements, but gratuities and minimal (less than \$5.00) cash outlays do not require receipts or written substantiation. For complete AAEA Board travel guidelines, please see the AAEA Operating Policies.

Please return completed form and original receipts to:  
AAEA, 555 E. Wells Street, Suite 1100, Milwaukee, WI, 53202

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