

**The American Association of Immunologists
REIMBURSEMENT POLICY
AAI-Thermo Fisher**

The poster must be displayed on the day of presentation designated in the program and must be from 2 PM 3:45 PM on the assigned day. Authors withdrawing abstracts will not be reimbursed.

3. Expenses will be reimbursed upon the presentation of properly prepared reimbursement requests signed by the claimant and approved by the AAI Executive Office. All expense reimbursement requests must be accompanied by itemized receipts. **Requests without receipts will not be honored.** Receipts are detailed documents issued by the vendor; credit card statements are not acceptable. Eligible expenses will only be reimbursed after the conclusion of the meeting. **All expense reimbursement requests should be submitted by August 15, 2019.**
4. Airfare will be reimbursed at the lowest possible excursion rate (economy class) and **must be at an advanced purchase rate or equivalent.** Limits for airfare are based on the circumstances of the travel and economy class/standard airfares offered at the time of travel. Lowest airfares may require stopovers. Upgrades will not be reimbursed and are at the discretion and expense of the traveler. Expenses associated with changing travel arrangements after the initial reservations have been made will not be reimbursed unless the change is a result of program rescheduling. Reimbursement for airfare, including baggage fees, will be limited to a maximum of \$500. notified in advance. Any other exceptions to these conditions must be approved by the AAI Office in advance of purchase.
5. Reasonable expenses for ground transportation (cabs, buses, shuttles, etc.) associated with the activity will be reimbursed to the traveler at actual cost. Travelers will be reimbursed for transportation to and from the airport and their home, and to and from the airport and their hotel. Other transportation expenses incurred during the meeting are not reimbursed. Limousine and town car expenses are not generally reimbursed unless equivalent to public transportation.

-designated

meeting hotels. Reimbursement will be limited to the meeting lodging rates published on the AAI website. To receive the published meeting lodging rate, reservations must be made by the discounted housing deadline of April 5, 2019. Expenses for extra hotel nights will not be reimbursed. To receive reimbursement for lodging expenses, the hotel receipt must be in the name of the awardee.

7. Expenses for meals will not be reimbursed nor is alcohol reimbursable.
8. Personal expenses such as tips, laundry, valet, travel insurance, entertainment, telephone calls and internet connection charges, etc., will not be reimbursed.
9. AAI membership dues will not be reimbursed.

The American Association of Immunologists, Inc.
2019 TRAVEL EXPENSE REIMBURSEMENT REQUEST
IMMUNOLOGY 2019™
AAI Travel Awards

Date: _____

Reimbursement check payable to*: _____

Signature of department chair (or, for trainees, advisor) is required below.

Provide all of the information requested below, 2) scan receipts supporting the totals entered below and attach the receipts to this request, and 3) sign the request.

Approximate departure: _____ Date and duration of return: _____

Origin and destination city

From	To
(city & state)	(city & state)