

The American Association of Immunologists  
REIMBURSEMENT POLICY  
Pfizer-Showell Travel Award

1. Subject to the limits set forth below, the AAI Reimbursement Policy allows for the reimbursement of expenses incurred while on authorized AAI travel.
2. In order to receive the award, the awardee must present his/her abstract in both a Block Symposium AND a poster presentation. The poster must be displayed on the day of presentation designated in the program, and presenter must be at his/her poster board from 2:30 PM to 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.

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.

1) provide the information requested below, 2) scan receipts supporting the totals entered below and attach the request, and 3) sign the request.

Departure: \_\_\_\_\_ Date and hour of return: \_\_\_\_\_

Destination city:

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