



AIC REQUEST FOR REIMBURSEMENT

NAME _____
 CHECK PAID TO _____
 ADDRESS _____

 PURPOSE OF EXPENSE _____

Check one:
 ___ AIC BOARD
 ___ COMMITTEE
 ___ SPECIALTY GROUP
 ___ NETWORK
 ___ STAFF
 ___ OTHER: _____

Reimbursement requests should be submitted within 30 days of the date of expenditure.

Date								TOTAL
Meals (per diem)								
Lodging								
Air/Rail Fare								
Private Car* (Enter miles driven)								
Cab/Parking/Tolls								
Telephone/Fax								
Postage								
Photocopying								
Supplies								
Professional Fees								
Other								
Subtotal								
Less Direct Charges to FAIC								
Less Advance Received								
Less Personal Charges								

Send request and receipts to your staff liaison or to:

Linda Budhinata, Finance Director
 lbudhinata@culturalheritage.org
 American Institute for Conservation
 727 15th Street NW, Suite 500
 Washington, DC 20005
 (t) 202.661.8067
 (f) 202.452.9328

Subtotal

Less Direct Charges to FAIC

Less Advance Received

Less Personal Charges

TOTAL REIMBURSEMENT DUE _____

*Standard Mileage Rates: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

I have read the AIC reimbursement policy on the reverse. Receipts are attached for individual expenses. This request complies with set guidelines.

Signature: _____ Authorized by: _____

AIC Reimbursement Policy

Conserving the use of AIC funds is greatly appreciated. Wherever travel and lodging expenses can be saved by conference calls, advanced planning, careful choice of fares, or combining other business to offset costs for AIC, these options should be taken into consideration. Luxury items such as gifts, liquor, and the like are not, as a rule, considered appropriate for reimbursement.

Two forms are available for legitimate needs:

1. Request for Advanced Funding. The form must be submitted in advance of the expenditure and must have the signature of the person requesting the funds, along with the treasurer or chair of the respective specialty group, network, committee, or AIC executive director. This form is required for all budgeted and non-budgeted items and for major expenses so that funds can be available when needed.
2. Request for Reimbursement. This form must be submitted with receipts to a specialty group, network, or committee treasurer/chair, or to the AIC staff liaison or financial office, as appropriate, for reimbursement. It must follow reimbursement guidelines and requires the signature of the person submitting the request verifying that the guidelines have been read and followed. Copies of original receipts can be submitted electronically. Remit copies of telephone bills with pertinent calls highlighted, noting name of the party called and the purpose of the call. Receipts are not required for transportation expenses (such as cab fare) up to \$25, but should be provided when available.

Conference Calls

When planning a conference call for AIC business, please contact your staff liaison at AIC for instructions on how to use the AIC's conference call service and to inform AIC of the specialty group, network, committee, or other AIC division that is to be charged for the call.

Invoices from Outside Vendors

If an invoice is being sent directly to AIC for payment, please notify your staff liaison in advance, providing the estimated amount and appropriate treasurer or chair approval of the expense.

Hotel Reimbursement

If AIC is providing a host hotel, no hotel reimbursement can exceed the host hotel rate or the actual charge of the alternative hotel, whichever is less.

AIC Staff and Volunteers

Receipts are necessary for all expenses, with the exception of transportation expenses up to \$25. The maximum total daily amount to be reimbursed for meals follows the GSA federal guidelines. When private transportation is used, AIC will reimburse parking, tolls, and mileage at the standard federal rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. No expenses will be considered for reimbursements that have not been authorized by a specialty group treasurer, committee/task force chair, or the executive director.

AIC Volunteer Chairs and Treasurers

Specialty group, network, committee or other AIC division treasurers/chairs must decide which expenses will be approved within the guidelines of their respective budgets. Reimbursement requests for expenses incurred should be sent to the chair or treasurer within 30 days of the expenditure. The chair or treasurer will check them for accuracy and sign them before forwarding them to your staff liaison or the AIC financial office for payment. The chair or treasurer should submit the request within 15 days. It is the responsibility of the chair or treasurer to keep a general tabulation of expenses in relation to the committee or group budget. AIC generally will not reimburse for travel expenses to the annual meeting, but will pay for additional expenses incurred because of an approved committee meeting held in conjunction with the AIC Annual Meeting.

AIC Delegates and Representatives

AIC will reimburse official delegates and representatives who have budget approval in writing in advance from the executive director.

Board Members

AIC will reimburse board members for expenses incurred for board meetings. See AIC Board Member Guidelines. Requests for reimbursement for a meeting or other AIC business must be submitted with receipts within 30 days of the end of a meeting.

(Revised March 2019)