



FAIC REQUEST FOR REIMBURSEMENT

NAME _____
 CHECK PAID TO _____
 ADDRESS _____

 PURPOSE OF EXPENSE _____

Check one:
 ___ FAIC BOARD
 ___ FAIC STAFF
 ___ CONSULTANT
 ___ INSTRUCTOR/PRESENTER
 ___ HERITAGE RESPONDER
 ___ 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:
 Tiffani Emig, Programs Director & Administrative Manager
temig@culturalheritage.org
 Foundation for Advancement in Conservation
 727 15th Street NW, Suite 500
 Washington, DC 20005
 (t) 202.750.3346
 (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 FAIC reimbursement policy on the reverse. Receipts are attached for individual expenses. This request complies with set guidelines.

Signature: _____ Authorized by: _____

FAIC REIMBURSEMENT POLICY

This policy follows the FAIC financial policies and procedures. FAIC board members should refer to the FAIC Board Member Guidelines. Questions regarding reimbursement are directed to the Programs Director & Administrative Manager (see page 1).

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.
2. **Request for Reimbursement.** This form must be submitted with receipts to FAIC 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. Receipts should be provided for meals, transportation, etc. Ticket confirmations provided electronically by airlines or rail lines can be submitted for reimbursement. Remit copies of telephone bills with pertinent calls highlighted, noting name of the party called and the purpose of the call. Copies of original receipts can be submitted electronically. 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, please arrange to use FAIC's conference call service through your staff liaison. Instruction on how to use the service will be provided.

Hotel Reimbursement

If FAIC 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.

Invoices from Outside Vendors

If an invoice is being sent directly to FAIC for payment, please have it sent to the attention of the Programs Director & Administrative Manager (see page 1 for contact information). If a vendor has been paid, a copy of the invoice and proof of payment is to be submitted with the reimbursement form.

Project Personnel, Consultants, Advisors, and Conservators

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, FAIC 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 FAIC.