

# AIC REQUEST FOR ADVANCE PAYMENT

NAME \_\_\_\_\_

CHECK PAID TO \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF EXPENSE \_\_\_\_\_  
\_\_\_\_\_

*Check one:*

\_\_\_ BOARD

\_\_\_ COMMITTEE \_\_\_\_\_

\_\_\_ SPECIALTY GROUP \_\_\_\_\_

\_\_\_ TASK FORCE \_\_\_\_\_

\_\_\_ STAFF

\_\_\_ OTHER \_\_\_\_\_

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Estimated Meal Costs \$ \_\_\_\_\_

Estimated Travel Costs \$ \_\_\_\_\_

Estimated Publication Costs (attach estimate) \$ \_\_\_\_\_

Estimated Postage Costs (attach estimate) \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_

**TOTAL AMOUNT REQUESTED** \$ \_\_\_\_\_

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**Submit request to:**

Eryl P. Wentworth  
AIC  
1156 15th Street, NW, Suite 320  
Washington, DC 20005-1714  
(202) 452-9545 phone  
(202) 452-9328 fax

I agree to submit receipts for the above requested advance within 10 days following use of advance payment funds.

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 of the respective specialty group 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 committee chair, specialty group treasurer, or to the AIC executive director, 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. Wherever possible, original receipts should be provided for meals, transportation, etc. Ticket confirmations as provided by the airlines electronically 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.

### **Conference Calls**

When planning a conference call for AIC business, please contact the administrative assistant at AIC for instructions on how to use the AIC's conference call service and to inform AIC of the specialty group, committee, or task force 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 the executive director in advance, providing the estimated amount and treasurer or chair approval of the expense.

### **Hotel Reimbursement**

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

### **AIC Committee/Task Force Members, Specialty Group Designees, Official Delegates, Board Members and Staff**

Receipts are necessary for all expenses. The maximum total daily amount to be reimbursed for meals is \$51. When private transportation is used, AIC will reimburse parking, tolls, and mileage at \$.44 per mile. 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.

### **Committee and Task Force Chairs and Specialty Group Treasurers**

Committee or task force chairs or specialty group treasurers 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 the executive director 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 a 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. Hotel bills will be paid for a maximum of one day more than the number of full days for a meeting. Requests for reimbursement for a meeting must be submitted with original receipts within 30 days of the end of a meeting. Reimbursement for phone calls, postage, and photocopying for AIC business must be submitted within 30 days.

(Revised 11/2006)