

Annual Meeting Faculty Reimbursement Guidelines

AAAAI requires that reimbursement to AAAAI Annual Meeting faculty be provided in a consistent manner based on clearly identified criteria. AAAAI recommends the following guidelines be followed:

- Allowed reimbursement is determined based on the individual's AAAAI member status and speaking assignments for the relevant Annual Meeting year. Each speaking invitation lists the reimbursement offered to each faculty member.
- Expense reimbursements will not exceed the allowed amounts indicated on the expense reimbursement form.
- The allowed reimbursement will be listed on each individual's expense reimbursement form, which is distributed at the Annual Meeting in the Speaker Resource Room.
- Examples of miscellaneous expenses may include (but are not limited to):
 - Meals, snacks or coffee purchased on the meeting dates in which you are assigned to speak
 - Highway tolls and/or hotel parking if you drive to the meeting
 - Long-term airport parking if you fly to the meeting
 - Internet usage fees in the hotel if an overnight stay is required
 - Shuttle to meeting venue from the airport if transportation is required
 - Checked bag fees if air travel is required
- Examples of miscellaneous expenses that will not be reimbursed include (but are not limited to):
 - Pay Per View movies ordered to your hotel room
 - Mileage to/from the airport/train/bus station from which you are departing
 - Meals, snacks or coffee purchased for or accrued by anyone other than the AAAAI faculty requesting reimbursement
 - Other entertainment expenses deemed irrelevant to your participation as faculty for the AAAAI Annual Meeting

You must provide receipts for all miscellaneous expenses for which you are requesting reimbursement. Reimbursement will not exceed the allowed amount indicated on your expense reimbursement form.

The AAAAI Board of Directors, Annual Meeting Program Committee leadership and staff members reserve the right to address reimbursement requests on a case-by-case basis as needed.

For more information, please contact the AAAAI Executive Offices at (414) 272-6071 or annualmeeting@aaaai.org