Guidelines for Expense Reimbursement for 2020 AISC Volunteers & Conference Attendees

Thank you for your interest in AISC’s University Programs. By participating in this program, you may be eligible for reimbursement of your travel expenses up to the maximum amount set for the program. A link to the online reimbursement request form will be provided at the event for you to complete after the close of the event.

Following is a list of items for consideration when making purchases you intend to submit for reimbursement.

1. Dates of Travel – Your dates of travel and the expenses for which you are requesting AISC reimbursement should occur within the immediate days surrounding and during the AISC event. AISC will not cover expenses for days more than one day prior to or one day following the close of the event.

2. Airfare – AISC will reimburse for coach airfare. To keep airfares to a reasonable amount, airline tickets should be purchased at least four weeks prior to the start date of the event. Costs for in-air entertainment, wifi, and seat upgrades will not be reimbursed.

3. Mileage – AISC will only reimburse for mileage (at the rate of $0.575/mile) for the miles driven on your personal vehicle. Mileage may only be expensed by the owner of the vehicle. If you are sharing expenses as a group, find a way to divide the expenses such that only the owner of the vehicle is claiming the mileage. Note: Mileage reimbursement is capped at coach airfare plus $50. Documentation is required.

4. Hotel Stay/Lodging – Your hotel stay must be booked at an official conference hotel or a more economical alternative. Your hotel costs may include your nightly room rate, taxes and fees. Parking fees should be separated out and noted in the applicable area on the form, as necessary. Nightly rates above $250+ per night (taxes and fees not included) may not be fully reimbursed. In-room costs such as movies, mini bar, internet and phone charges are not reimbursed. If you are sharing room costs, include your roommate’s name(s) on the reimbursement form.

5. Meals – Please note, beginning in 2020, meal costs are no longer reimbursable expenses.

Note: Rental Cars – Costs of rental cars will not be reimbursed unless pre-approval is given by AISC.

If you have any questions in this regard, please contact Maria Mnookin (mnookin@aisc.org).