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Guidelines for Expense Reimbursement for AISC Volunteers & Conference Attendees

Thank you for your interest in AISC's University Programs. For participating in this program, you may be eligible for reimbursement of your travel expenses. Following is a list of guidelines your reimbursable expenses may fall under. Also included are some guidelines to follow when making purchases you plan 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 \$0.58/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 costs may include your nightly room rate, taxes and fees. Food and/or parking should be separated out and noted in the applicable area on the form, if necessary. You should seek special AISC approval for nightly rates of \$250+ per night (taxes and fees not included). 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 names on the reimbursement form.
5. **Meals** – The costs for up to three meals each day surrounding and during the event can be reimbursed, but only for meals that are not already provided at the event. Please use discretion when making meal choices in terms of entrée and beverage costs. Only expenses that AISC deems reasonable will be reimbursed.

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).