



# SPEAKER EXPENSE REPORT

This is a fillable form and can be completed online and printed. Expense report must be submitted within 30 days of close of the conference. Submit completed form by email **with receipts** to [finance@iasusa.org](mailto:finance@iasusa.org):

For international reimbursement only: for reimbursement via wire transfer, please complete the wire transfer form linked on the CROI website. Unless otherwise requested, reimbursements will be paid by check.

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<b>Full Name</b> _____	<b>Check Payable To (if different from name above):</b> _____
<b>Mailing Address:</b> _____ _____	<b>City and State / Province:</b> _____
	<b>Zip/Postal Code:</b> _____
	<b>Country:</b> _____
<b>Signature:</b> _____	<b>Date Submitted:</b> _____

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Date	*Airfare/Train fare or Mileage (if local)	Lodging	Subtotal	For Internal Use Only	
<b>TOTAL</b>					

- \*Only economy class airfare will be reimbursed.
- Travel from the US or Canada, the maximum reimbursement is \$1,300 for airfare/train (including fee for 1 checked bag) and hotel (up to 5 nights stay).
- Travel from outside the US or Canada, the maximum reimbursement is \$2,600 for airfare/train (including fee for 1 checked bag) and hotel (up to 6 nights stay).
- The following expenses are not reimbursable: taxis, parking, meals, incidental charges, printing, shipping, office supplies, or internet access.
- Rate for mileage reimbursement is \$0.54 mile.
- **All expenses must be accompanied by original, itemized receipts.**

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**ACCOUNTS PAYABLE PROCESSING – For Internal Use Only**

Date: \_\_\_\_\_ Staff Contact: \_\_\_\_\_

Program/Project Code: CROI 2019

Expense Type:

Program Services Expense:  Airfare Faculty  Ground Transportation Faculty  Hotel Faculty

Payment Type:  Check  Wire

Staff Approval: \_\_\_\_\_

ED Approval: \_\_\_\_\_

Presentation Type: \_\_\_\_\_