



PROGRAM COMMITTEE 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:

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.

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

Signature: _____	Date Submitted: _____

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

- *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.**

ACCOUNTS PAYABLE PROCESSING - For Internal Use Only

Date: _____ Staff Contact: _____

Program/Project Code: CROI 2019

Expense Type:

Program Services Expense: Airfare PC Ground Transportation PC Hotel PC

Payment Type: Check Wire

Staff Approval: _____

ED Approval: _____

Notes _____