



PROGRAM COMMITTEE AND INVITED SPEAKER EXPENSE REPORT

Submission Instructions: Please submit with original receipts to finance@iasusa.org. The deadline to submit your expense report is **April 6, 2024**.

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

Date Expense Was Charged	Eligible Expense Type	Optional Note	Amount Requested for Reimbursement ***
	Airfare* or Train		
	Mileage** (driving as an alternative to travel by air)		
	Hotel Room Charge Total**** (maximum of 5 nights, no incidentals)		
		TOTAL***	

- **All expenses must be accompanied by original itemized receipts.** Bank and credit card statements are not acceptable as proof of payment for expenses.
- *Only economy-class airfare will be reimbursed
- **Rate for mileage reimbursement is \$0.655 mile
- ***The maximum reimbursement is **\$2,250** for travel from within North America or **\$3,250** for International including airfare/train and hotel room charge (up to 5 nights stay)
- ****The following expenses are not reimbursable: taxis, parking, meals, checked bags, **hotel room incidental charges**, printing, shipping, office supplies, or internet access

ACCOUNTS PAYABLE PROCESSING - For Internal Use Only

Date: _____ Staff Contact: _____

Program/Project Code: CROI 2024

Expense Type:

Program Services Expense: Airfare Faculty Hotel Faculty

Payment Type: Check Wire

Staff Approval: _____

ED Approval: _____

Notes _____