

# 2024 Travel Expense Form

Date \_\_\_\_\_

## Claimant Information

Name \_\_\_\_\_

E-mail \_\_\_\_\_

### Reimbursement Preference:

 **Check (US ONLY)**

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

 Home OR  Institution

 \*\*\*Please clarify if you are using your home or institution address in the above field\*\*

 **Direct Deposit/wire (US & International including Canada)**

 (Select **Account on File** and do NOT fill out if you already receive direct deposit/wire)

 New account  Account on File

Account Holder Name \_\_\_\_\_

Account Holder Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Routing Number/IBAN \_\_\_\_\_

Account Number \_\_\_\_\_

SWIFT Number \_\_\_\_\_

Signature \_\_\_\_\_

*By this signature, I certify that the charges incurred by me are correct and proper and that these expenses are not being paid by any other party.*

(Do NOT write in this box)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_ Budget Code(s): \_\_\_\_\_

Speaker/Presenter

Board/Committee

Student

Journal

## Reimbursement Details

Receipts required for ALL expenses and MUST be complied into ONE PDF file. Incomplete forms will be returned.

Category	Amount <small>Do not add commas</small>
Transportation Air/Train/Bus/Car Car Mileage _____ x 0.67 52103	\$
Hotel Per night rate, taxes, resort fees *See attached policy for details and restrictions* 52102	\$
Ground Transportation Cab/Uber/Lyft/etc. 52104	\$
Meals \$50/full day \$25/travel days *See attached policy for details and Restrictions 52104	\$
Other: _____ 52104	\$
<b>Total</b>	\$

\* Must be in US Dollars

**For currency conversions - OANDA.COM**

**Purpose of Travel:** (include person and/or organizations visited and reason for travel)

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ALL reimbursements are processed through **Bill.com** and you might receive an email to create an account to set up banking information (especially for international).

Submit this form with **electronic receipts in ONE PDF** to:

American Association for Anatomy  
 6120 Executive Boulevard, Suite 725  
 Rockville, MD 20852  
[info@anatomy.org](mailto:info@anatomy.org)  
 (301) 634-7910

## AAA Travel Reimbursement Policy

Please contact AAA regarding any questions or pre-approvals: 301-634-7910, [info@anatomy.org](mailto:info@anatomy.org)

AAA reserves the right to deny reimbursement for any charges deemed to be unreasonable or excessive. Review this policy carefully. Any extenuating circumstances require prior approval from AAA. **Combine form and scanned ITEMIZED receipts into ONE PDF document.**

**Deadline** - All itemized receipts and information **must be submitted within 30 calendar days** of any meeting for which the attendee is to be reimbursed by the AAA.

**Receipts Required** - Must submit itemized receipts for ALL expenses such as travel (plane, train, bus, taxi, shuttle), hotel expenses, and applicable registration fees. Mileage will **only be reimbursed if personal vehicle is used to/from home to meeting location** at [current government rate](#) (or up to the rate of economy air fare, whichever is lower). **Must include verification of miles via an online map tool included with your receipts (e.g. Google maps).** **If there is NOT a receipt, you will NOT be reimbursed.**

**Airline tickets** will be reimbursed at the cost for coach (economy) cabin seating. **Seat upgrades, baggage fees, or travel insurance will not be reimbursed.** If you upgrade from coach/economy to economy plus or business/first class, reimbursement will be limited to economy airfare cost for the same flight. If you do not provide the matched coach (economy) airfare cost, then AAA will apply the closest coach/economy airfare. **Purchases must be made at least 14 days or more in advance.**

**International Travel** - AAA will reimburse the amount shown on the traveler's credit card statement (if provided) or the calculated exchange rate on the day of the transaction. Please use oanda.com for currency conversions. The reimbursement form should be filled in using US dollars (\$).

**Hotel/Lodging expenses** - per night rate, taxes, resort fee (3 nights for award winners and 2 nights for board meetings). Nightly rate may NOT exceed conference hotel room block rate. You will only be reimbursed up to the conference hotel room block rate.

**Mode of transportation** to get to the meeting location: Airfare or mileage (if using a personal vehicle to and from meeting), taxi/uber from the airport to the meeting and back to the airport. Mileage will only be reimbursed if a personal vehicle is used to/from home to meeting location at [current government rate](#). We will reimburse parking at either the airport or meeting location (to coincide with the same number of hotel nights).

**Meals** - Meals will be reimbursed up to \$50 per day, up to 3 days. Gratuities cannot exceed 20%. Alcoholic beverages are not reimbursable. AAA does not reimburse using a per diem rate. **All receipts are required and must be itemized.**

**Non-allowable Expenses** – Seat upgrades, priority boarding fees, baggage fees, overweight luggage, tolls, mileage to/from home to airport, gasoline, cost of COVID-19 testing, VISA applications, passport fees, Wi-Fi, travel insurance, alcoholic beverages, entertainment as broadly defined (movie and/or video games during travel or in hotel), books, magazines, newspapers, etc., spas and workout facilities unless included with hotel room. If a car has been rented or a car service has been booked without advance approval, AAA will reimburse only the equivalent cab (uber, lyft, etc.) fare to and from the airport and hotel.

**Direct Deposit through Bill.com** - AAA uses Bill.com to process payments via direct deposit or check. Please indicate how you prefer to be reimbursed on the reimbursement form. AAA will contact you to set up direct deposit if needed.

**Wire fees:** AAA will pay for any upfront bank wire fees that AAA's bank charges, AAA will not pay for wire fees incurred at the recipient's bank. If a check must be sent internationally with a tracking number, the shipping costs will be subtracted from the reimbursement total.

**No double dipping allowed.** If you have received more than one award/travel award/grant to attend the Annual Meeting or are an invited speaker/committee or board member, you will be reimbursed for only one, at the higher travel reimbursement allotted. *Example: If received a travel award and the Building Community Scholarship, the recipient will be reimbursed at the higher reimbursement allotted.*

Updated 06/2023