



THE AMERICAN LAW INSTITUTE

# Expense Reimbursement Form

Return with receipts to Stephanie Zuba

EMAIL: SZUBA@ALI.ORG | PHONE: (215) 243-1657 | FAX: (215) 243-1636

MAIL: 4025 CHESTNUT STREET PHILADELPHIA, PA 19104-3099

Meeting/Event: \_\_\_\_\_

List eligible expenses below. Please see the notes at the bottom of this form for reimbursement policies.

DATE (MO/DAY)					SUBTOTAL
<b>Transportation</b>					
Air					
Rail					
Ground/Taxi					
Mileage (\$0.54/mile)					
<b>Lodging</b>					
Hotel room/tax					
<b>Meals</b>					
<b>Other Expenses (specify):</b>					
<b>TOTAL EXPENSES</b>					
<i>(Less my unrestricted gift to ALI)</i>					
<b>REIMBURSEMENT REQUESTED</b>					

Please check if you are a federal, state, or local “government official” as defined in 26 USC § 4946. ALI is required to report payment of certain travel and entertainment expenses on its IRS Form 990.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing address for check: \_\_\_\_\_

**Please note:**

- Absent unusual circumstances, ALI will reimburse *only* (i) discounted, non-refundable coach airfares, (ii) non-Acela coach Amtrak fares, and (iii) taxi, UberX, and UberT fares (*not* limo, town car, UberBlack, UberSUV, or comparable services). ALI will reimburse UberXL fares if at least four meeting participants travel together; note on your receipt who traveled with you.
- Receipts for all expenses listed must be attached to this form. ALI does not reimburse per diem payments.
- This form should be completed and returned immediately following the conclusion of travel. Expenses submitted more than three months after the date of the meeting may not be eligible for reimbursement.
- If you listed a gift amount above, ALI will send a gift acknowledgement to you after receiving this completed form and all expense receipts. Gifts of unreimbursed expenses cannot be used to fulfill existing pledge obligations and will not count toward the Annual Fund but will be recognized in the Annual Report and other materials.

Do not write in box; for ALI use only.

Approval by ALI \_\_\_\_\_

Account code #: \_\_\_\_\_