



THE AMERICAN LAW INSTITUTE

Expense Reimbursement Form

Complete and return with scanned receipts to:
meetings@ali.org

Meeting/Event: _____

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

DATE (MO/DAY)					SUBTOTAL
Transportation					
Air					
Rail					
Ground/Taxi					
Mileage (\$0.58/mile)					
Lodging					
Hotel room/tax					
Meals					
Other Expenses (specify):					
TOTAL EXPENSES					
<i>(Less my unrestricted gift to ALI)</i>					
REIMBURSEMENT REQUESTED					

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:

- Actual and reasonable transportation, lodging (up to two hotel nights), and meal expenses incurred to attend this meeting are eligible for reimbursement by ALI. Please make your travel plans at the lowest cost available, and help ALI minimize expenses by making your airline or train reservation at least four weeks in advance.
- Absent unusual circumstances, ALI will reimburse *only* (i) non-refundable coach airfares, (ii) non-Acela coach Amtrak fares, and (iii) taxi, UberX, and Lyft fares (*not* limo, town car, UberBlack, Lyft Premier, or other premium car services).
- Receipts for all expenses listed must be submitted with the completed form. ALI does not reimburse per diem payments.
- The 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 #: _____