



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 (\$0.70/mile)*					
Lodging					
Hotel room/tax					
Other Expenses (specify):					
TOTAL EXPENSES					
(Less my unrestricted gift to ALI)					
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:

1. Advisers' actual and reasonable expenses for transportation and lodging (one hotel night) to attend a project meeting are eligible for reimbursement by ALI. Any additional hotel nights must be approved by ALI in advance.
2. Absent unusual circumstances, ALI will reimburse only (i) economy/coach airfares, (ii) Amtrak regional coach fares and Acela business-class fares, and (iii) taxi, UberX, and Lyft fares (not limo, town car, UberBlack, Lyft Premier, or other premium car services).
Note: International Advisory Panelists' expenses are not eligible for reimbursement.
3. Receipts for all expenses listed must be submitted with the completed form. ALI does not reimburse per diem payments. For mileage reimbursement, submit a Google map showing the distance driven.
4. You should complete and return the form immediately following the conclusion of travel. Requests submitted more than three months after the meeting date may not be eligible for reimbursement.
5. If you list a gift amount on the form, ALI will send a gift acknowledgement to you after receiving the completed form and all 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.

*Mileage based on 2025 rate; subject to change.