



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 (\$0.725/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. As always, ALI appreciates your efforts to keep travel costs down. ALI will reimburse (i) economy/coach airfares, (ii) Amtrak fares other than first class, (iii) taxi, and standard Uber and Lyft fares (not limo, town car, premium Uber/Lux service, or other premium car services), and (iv) hotel room and tax charges for up to two nights. You may be eligible for additional nights if you need to arrive early or leave later because of a committee meeting or based on flight availability.
2. 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.
3. 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.
4. If you listed a gift amount above, ALI will send a gift acknowledgment 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.

*Mileage based on 2026 rate; subject to change.