

# 2017 Expense Report



**AIA WASHINGTON  
COUNCIL**

AIA Washington Council  
1010 Western Avenue  
Seattle, WA 98104  
Jeffrey Hamlett, Esq., AIA 206-957-1925  
Mobile 425-314-3847

To expedite your reimbursement, email or mail this form directly to your staff liaison at the AIA|WA Council. **Liaison Name: Jeffrey Hamlett**

<b>Make check payable to:</b>		Address:	
<b>Signature:</b>	Date:		
<b>Signature printed:</b>	AIA #:	Check here if this is a new address from prior expense reports <input type="checkbox"/>	
<p align="center"><i>Original, signed expense report required. See reverse side for summary of AIA WA Expense Policies.</i></p>		Business phone:	
		E-mail address: [Only used to contact you if there are questions concerning this request.]	

**PLEASE PRINT CLEARLY ... ILLEGIBLE ENTRIES CAN CAUSE DELAYS IN YOUR REIMBURSEMENT**

Meeting Date(s):		June 7, 2017				Category Totals
Board/Committee/Section/Event →		Spring Adv Conf				
Meeting Location ( <i>required</i> )		Hotel 1000, Sea.				
Transportation	Auto Mileage Total ( \$ 0.535 per mile )	miles	miles	miles	miles	
	Ground Transportation, Parking, Tolls <i>Receipt required if over \$25*</i>					
	Air (coach/economy only) <i>Detailed receipt required*</i>					
<b>Lodging</b> (up to \$150/night \$225 in Seattle + tax) <i>Detailed receipt required*</i>		NA				
<b>Meals:</b> <i>Detailed receipts required. Otherwise, the federal per diem rate for the meeting location may apply. *</i>						
Breakfast (up to \$14 w/ receipt)		NA				
Lunch (up to \$20 w/ receipt)		NA				
Dinner (up to \$30 w/ receipt)		NA				
<b>Other Expenses (itemize):</b>		NA				
<b>Totals</b>						

*\* Original receipts required if available. Copies accepted if originals are not available.*

Submitted by:		Date:		Rush Approval:	
Approved by:		Date:		Rush Approval:	
<b>Account Name</b>	<b>Account #</b>	<b>Dept.</b>	<b>Job Code</b>	<b>Amount</b>	
				\$	
				\$	
				\$	
Vendor #	Date Rec'd in AP			Total: \$	

## Summary of AIA|WA Expense Policy

**General Policy Statement/Scope/Liability:** The AIA|WA has, since its inception, been dependent upon the contribution of time and talent from its members without compensation. However, it is the intent of the AIA|WA Board of Directors to fairly compensate the volunteers of the AIA|WA for their out-of-pocket expenses while exercising fiscal constraint with its members' funds. This policy applies to all volunteers and staff while engaged in authorized AIA|WA work. The AIA|WA will not reimburse expenses that are reimbursed to the volunteer or employee from another source.

**Travel/Transportation Expenses:** Reimbursement will be made for reasonably necessary travel expenses. Participation in meetings by telephone and carpooling with other staff/volunteers are encouraged. Reimbursement of travel expenses to out-of-state, funded committee members to attend committee meetings is limited to the approximate cost of in state travel.

**Private Auto - Mileage & Parking:** Reimbursement will be made at the rate of 53.5 cents per mile, plus tolls and parking. In the event that private auto is used in lieu of commercial air transportation, the lesser of coach/economy class air fare or auto mileage will be reimbursed. Airport parking must be reasonable. Persons are encouraged to park in a lesser expensive shuttle lot if possible. For long time periods, airport parking will be reimbursed at the lower of actual parking costs or an airport shuttle to/from the person's home. Receipts for parking shall be provided if available. **A receipt must be provided for all parking expenses greater than \$25. However, if a receipt is not available, up to \$75 may be paid if the Expense Affidavit Form (see below) is completed.**

**Airfare:** Reimbursement will be made at coach/economy-class air fare only. Volunteers shall seek the lowest possible fares through use of advance booking. The AIA|WA may or may not reimburse for last-minute fares when the date of a meeting or event was known in enough time to obtain a lower standard fare. The AIA|WA does not reimburse for the use of frequent flyer coupons or air miles. **Reimbursements will not be paid without a detailed receipt (must include name of passenger, date of flight, and departure and destination locations – credit card statements are not acceptable).**

**Rental Cars/Other:** Rental cars may be used only when necessary and economically practical compared to other modes of local transportation or if local transportation is nonexistent. Rental charges should be net of any discounts and will be limited to the rental cost of compact or standard-size cars. Reimbursement for any other method of travel (e.g., train) will be reimbursed for the cost of the most economical method of travel. **Detailed receipts must be provided.**

**Lodging:** Hotel/motel accommodations will be reimbursed up to \$150 per night (\$225 in Seattle) plus comparable taxes where an overnight stay is reasonable and prudent. Please consult your AIA|WA staff liaison if there is a question about whether an overnight stay is reasonable and prudent. Incidentals such as entertainment, personal phone calls, etc., are not reimbursable. **Reimbursements for lodging will not be paid without a detailed receipt (must include name and location of hotel, guest name(s), date(s) of stay, and breakdown of charges for lodging, meals, telephone and incidentals).**

**Meals:** If receipts are provided, meal expenses will be paid up to \$14 for breakfast, \$20 for lunch and \$30 for dinner, including gratuity. If no receipts are provided, the AIA|WA will reimburse the lower of the AIA|WA rate or the federal per diem rate for the location in which the meal expense was incurred (see [www.gsa.gov](http://www.gsa.gov)) – **no exceptions**. If a person is in travel status all day, he/she may reallocate the per-meal allowances as desired (e.g., spend more on lunch and less on dinner). No alcohol purchases will be reimbursed and such purchases should be segregated from meal expense and paid for by the individual ordering them. If the request for meal expense is for more than one person, the name(s) of other individuals shall be noted.

**Office Expenses:** Where practical, volunteers are expected to absorb, without reimbursement, minor expenditures. Volunteers shall attempt to utilize the services available through the AIA|WA office before incurring charges for office expenses. If out-of-pocket office expenses are incurred, the charges must be reasonable and receipts must be provided. No reimbursement will be made for standard office services (e.g., voice mail charges, telephone connections, etc.), personnel costs or professional services.

**Foreign Currency:** Expenses paid in a foreign currency will be converted to U.S. dollars at the AIA|WA's bank rate on the day of the transaction.

**Reimbursement Procedures:** Original, signed expense reports must be submitted within 30 days of incurring the expense. Any requests for reimbursements by volunteers or staff received after the close of the fiscal year-end books may not be paid. Original receipts are required if available. Copies are acceptable if originals are not available.

**Accommodation Fund:** The AIA|WA has an Accommodation Fund available to all members with disabilities to support accessibility and ensure reasonable accommodation to members' participation in AIA|WA services, programs, and events. Reasonable accommodations include sign language interpretation, sound enhancement, or personal companions. Requests for accommodation shall be made by contacting the AIA|WA at (206) 957-1925 or hamlett@aiawa.org

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### Expense Affidavit Form

TO BE USED ONLY IN THE ABSENCE OF A VALID, ORIGINAL RECEIPT (CANNOT BE USED FOR MEALS, LODGING, RENTAL CARS OR AIRFARE)  
REGARDLESS OF AMOUNT OF EXPENSE INCURRED, ONLY UP TO \$75 WILL BE REIMBURSED WITHOUT A RECEIPT

I hereby certify that I incurred the cost of:

Date of Purchase:

Name of Vendor:

Item Description:

Amount Paid: \$ \_\_\_\_\_ Was sales tax paid on the purchase?  Yes  No

Brief Description of why there is no receipt or a copy is being used: \_\_\_\_\_

Signature of Purchaser: \_\_\_\_\_

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