

AIA Policies and Procedures Manual

Conference / Meeting Expense Reimbursement Policy

Reimbursement for any Committee/Conference expense requires the following:

- Universal Reimbursement Form –with name, date, place, purpose.
(Link below or see list on POLICIES & PROCEDURES FORMS)

http://www.aiaonline.org/story/uploads/AIA_Universal_Reimbursement_Form_2011_1315344531.xls

- AIA Executive Board approved Agenda (pre-submitted).
- Meeting Minutes.
- Receipts.

All items must be received by the AIA Accounting Dept. before reimbursement can be issued.