



Association of American Cancer Institutes 2023 Travel Policy

General Information

The Association of American Cancer Institutes (AACI) has adopted the following travel reimbursement policy for individuals participating in events on behalf of AACI. **In order to receive reimbursement, event participants must submit receipts to AACI no more than 30 days following the date of the meeting.**

Copies of receipts can be emailed with an itemized list and the total requested to AACI Director of Operations and Events [Jaime Anderson](#). Your email should also include the name, phone number, and mailing address of the payee. Reimbursement checks will be mailed to the payee no later than 60 days following the event. **No reimbursements will be sent prior to the event.**

AACI will reimburse Hill Day scholarship recipients up to \$1,000 for expenses related to the following:

Travel & Airfare

AACI will provide scholarship recipients with reimbursement for **coach-class airfares** booked for travel to and from the event, up to \$500. **All flights must be approved by AACI prior to booking.** Airfares will be reimbursed at the conclusion of the event, after any other applicable reimbursement receipts have been submitted to AACI. If the individual must check luggage, AACI will provide reimbursement for **one (1) checked bag**. Expenses incurred by checking additional bags are the responsibility of the individual.

Hotel

AACI will reimburse patient advocates for the cost of **one (1) hotel night in a standard-sized room**. Room reservations must be guaranteed by the credit card of this individual for incidental expenses.

Ground Transportation

AACI will reimburse the reasonable costs of ground transportation necessary for the speaker to travel both to and from the airport. **Ground transportation totaling over \$100 must be approved before the event to be eligible for reimbursement.**

Meals & Per Diem

If a group meal is served during an AACI event, individuals will not be reimbursed for the cost of the equivalent meal at another location. For example, if AACI is serving lunch and the attendee opts for lunch at an outside restaurant, they are responsible for said expenses. **The per diem in Washington, DC, is \$79/day.** Expenses above this amount will not be reimbursed. All receipts must be itemized, and **alcohol purchases are not reimbursed.**