ACEC Reimbursement Request:
Officers and Committee Members

Please submit completed form for approval as follows:
ExCom Member or Committee Chair: Please send to the Treasurer.*
ExCom Member Attending Committee Meeting: Please send to Committee Chair.*
Committee Member: Please send to the Committee Chair.*

Date: _____

The expenses itemized below were incurred by the undersigned while on ACEC business and are submitted herewith for reimbursement (please type or print form):

Function: EEA JUDGING MEETING
(Identify Committee Meeting or Other Function)

Person Attending: _____

Meeting Location: _____ Meeting Date(s): _____

Itemization of Expenditures*

	Date	Date	Date	Date	Date	Date	Comments
Transportation							
Lodging							
Meals: Breakfast							
Lunch							
Dinner							
Personal Auto: _____Miles@ current IRS allowable rate _____.							
Parking/Tolls							
Taxi							
Other: (a)							
(b)							
(c)							
Total							

Total Reimbursement Request: $ _____

Approved Amount: $ _____

Make check payable to: _____

Mail check to: _____

_____

Requested by: _____
(Signature)

Approved by: _____ Date: _____
(Signature)

Attn: Treasurer or Committee Chair - Please submit completed and approved form to:
American Council of Engineering Companies
1015 15th St. NW, 8th Floor
Washington, DC 20005-2605

* Please attach receipts. All expenses must be itemized and documented for IRS purposes. To be eligible for reimbursement, request must be for expenses within the budget and submitted within 30 days after the expense was incurred.

Instructions
for
ACEC Reimbursement Requests

All reimbursements will be made in accordance with the most recently revised *Reimbursement Policy for Officers, Committee Members & Spouses.*

The Committee Chair will be advised by Staff of the amount budgeted for the Committee's operations.

Committee Members must send their completed reimbursement request, along with all receipts, directly to the Committee Chairman (not to ACEC) within 30 days. Please be aware that no one can be paid until all the forms are submitted.

After receiving all of the Committee Members' request forms, **and only then,** does the Chairman determine the pro-rata reimbursement amount.

The Chair approves and signs the reimbursement requests and then forwards the paperwork on to ACEC's Accounting Department (attention: Director of Finance) for processing of the reimbursement checks.

Committee meetings held in conjunction with the ACEC Annual or Fall Conference meetings are not reimbursable except as authorized in the Reimbursement Policy.

Reimbursable expenses include:

- Travel by commercial carrier (least expensive economy class fare) to and from meetings – non refundable ticket, 21 days in advance purchase
- Auto expenses at the current IRS allowable rate per mile when commercial transportation is not available, and for ground transportation to and from terminals. If personal or rental auto travel is chosen for personal reasons, maximum reimbursement will be limited to the cost of economy air travel as stated above
- Hotel accommodations – limit to a reasonable amount for a business hotel in that city (estimate $150)
- Meals when authorized per Reimbursement Policy (Breakfast $15, Lunch $20, Dinner $64)
- Postage, telephone, FAX, internet charges, and reproduction expenses related to Committee activity

Non-reimbursable expenses include:

- Laundry, dry cleaning
- Tips and other expenses for personal services
- Entertainment of any form, or expenses such as Limousine service, etc.
- Personal phone calls
- Optional events, tours

As a rule, ACEC Headquarters will provide printing, reproduction, general mailing and other support services. However, under special circumstances, this type of expense may be reimbursed, but it must come out of the Committee budget.