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# EXPENSE REIMBURSEMENT REPORT

## 2017 HOUSE OF DELEGATES

The full instructions for this form can be found on the Leader Resource Center page on the AGD website. A quick reference guide can be found on the second page of this form. Please complete the entire form, and attach all receipts to your expense report. For expenses greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit the original copy to AGD headquarters office, and retain a copy for your records. A copy of the form will be sent back to you once the expenses have been approved.

Name	E-mail Address	AGD ID Number (6 digits)	Date
Address	City	State	Zip
Title/Purpose of Funded AGD Meeting	Beginning Date of Travel	End Date of Travel	

Account	Description	Requested Amount	Approved Amount	Remarks (For office use only)
5726	Per Diem: \$75 per day you attend the HOD up to a maximum of two (2) days			
5724	Hotel: Up to Two (2) night's stay will be reimbursed based on the standard room rate at AGD contracted hotels ( <b>up to \$280.56 per night at the Hyatt Regency McCormick Place</b> )			
5721	Airfare (Over \$600, prior approval necessary)			
5721	Baggage (all receipts necessary, even under \$50)			
5722	Mileage @ IRS rate 2017 = \$0.535			
5722	Tolls			
5722	Taxi/Shuttle			
5722	Parking - Up to a maximum of \$25 per day for (3) days @ <b>local</b> airport			
	Other			
Total				

The expenses listed above were incurred by me on behalf of the AGD.

Signature	Date
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### For Finance Use Only

5726 (tax): \$ \_\_\_\_\_  
 5726 (non-tax): \$ \_\_\_\_\_  
 5723 \$ \_\_\_\_\_  
 5724 \$ \_\_\_\_\_  
 5721 \$ \_\_\_\_\_  
 5722 \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

Total amount to be reimbursed: \$ \_\_\_\_\_  
 Account Number/s to be charged: 510 841  
Department Code Function Code  
 Approved by: \_\_\_\_\_  
 \_\_\_\_\_ACH \_\_\_\_\_Check  
 Voucher # \_\_\_\_\_  
 Vendor # \_\_\_\_\_

## Instructions for AGD Travel Expense Voucher

Please complete the entire form. Please attach all receipts to your expense report. For expenses greater than \$50, receipts are mandatory or the item will not be reimbursed. Submit the original copy to AGD headquarters office, and retain one copy for your records. Please refer to the AGD Travel Policy for exact guidance on reimbursable items.

### 1. Time Frame in Submitting Reimbursement

Reimbursement for volunteers attending AGD related meetings will not be made unless documentation is provided within 90 days (February 2, 2018) of incurring the expenses. A follow up notification will be made at 75 days. If there are extenuating circumstances an appeal may be made to the Executive Committee.

### 2. Per Diem

The per diem rate for each day of official AGD funded business will be \$75 per day. The maximum allowable number of days will be specified in the meeting notice.

### 3. Hotel

For functions in which there is an AGD contracted hotel, all funded travelers are required to stay at the AGD contracted hotel. Travelers staying at hotels not contracted by AGD will not be reimbursed for accommodations. You will receive information on the approved hotel and rates prior to the meetings. For the 2017 House of Delegates, individuals will receive reimbursement based on the standard room rate (up to \$280.56) for two (2) nights at the Hyatt Regency McCormick Place.

### 4. Air fare

Travelers on AGD business are free to search the internet for the lowest round trip coach airfare not exceeding \$600. If your airfare is over \$600, you must receive approval from Finance at ext. 4316 prior to booking. Other transportation expenses from your home to the meeting location, must not exceed the cost of coach round trip airfare.

### 5. Baggage

Travelers will be reimbursed upon submission of a receipt for the charge of one checked bag regardless of the length of stay; a second checked bag will be reimbursed if the event requires a stay longer than 5 days.

### 6. Mileage

The cost of transferring the member from his or her home to the local airport, bus, railroad station or meeting site and return will be reimbursed at the current IRS rate.

### 7. Tolls

The cost of tolls incurred while transferring the member from his or her home to the local airport, bus, railroad station or meeting site and return.

### 8. Taxi/Shuttle/Rental Car

Travelers will be reimbursed for actual costs of round-trip travel from home/airport/hotel. The most economical method of transportation should be utilized. It is expected that airport shuttle services be used whenever possible. Limousine service will not be authorized unless it is less than or equal to taxi or shuttle transportation. Travelers wishing to utilize a limousine to and from the airport will only be reimbursed at the shuttle rate. Rental car expenses will not be authorized unless they are less than or equal to taxi or shuttle transportation and prior approval is necessary.

### 9. Parking - Maximum \$25 per day

Members driving to a meeting site or to an airport may be reimbursed for parking expenses.

### 10. Other

Please list expenses that do not fall into one of the above categories.

### Non reimbursable items due to coverage through Per Diem:

Tips & gratuities - In-room or airfare internet charges - Room service (or any other food and beverage charges) - Movies - Personal entertainment items - Mini-bar - Laundry - Alcohol - Fitness center - Concierge services - Personal items (i.e. clothing luggage and reading materials) - Paper airline tickets rather than electronic - Airline club charges - Rental car memberships - Personal credit card fees

Per Board policy, in order to receive this expense allowance, your Delegate spot must be filled for every session of the AGD's House of Delegates by either the delegate or an appropriate designated alternate and you must vote in contested elections.

**PLEASE NOTE THIS POLICY:** Members of the Credentials and Elections Committee and Board monitors will scan your badge for the various governance sessions. *This will serve as proof of attendance and includes the Reference Committees, Candidates Forum and Town Hall.*

If you would like the funds directly deposited into your bank account please complete and submit an ACH Form. Unless otherwise indicated, you will be reimbursed by check. You may fax your form to the Academy of General Dentistry, Attn: Paula Richardson, 312.335.3438 or via mail at 560 W. Lake St., Sixth Floor, Chicago, IL 60661-6600.