ALI Reimbursement Guidelines

Reimbursement for reasonable expenses may include:

**ALI Committee Conference Speakers***
- Registration, waived (rather than reimbursed)
- Lodging, up to 125% of the GSA lodging reimbursement limits**
- Meals, itemized receipts required
- Airport parking, economy rate only
- Mileage, based on GSA reimbursement rates, must provide starting and destination addresses (may include mileage to and from airport)***
- Transportation from/to hotel
- Airfare (economy rate), if applicable
- Honorarium, up to $500 for non-ALI members only
- Receipts required for all expense reimbursements
- Conference budget planning form must be completed and submitted to Board for approval

**ALI Annual Meeting Speaker**
- Lodging, up to 125% of the GSA lodging reimbursement limits**
- Meals, itemized receipts required
- Airport parking, economy rate only
- Mileage, based on GSA reimbursement rates, must provide starting and destination addresses (may include mileage to and from airport)***
- Transportation from/to hotel
- Airfare (economy rate), if applicable
- Receipts required for all expense reimbursements
- Conference budget planning form must be completed and submitted to Board for approval
- Honorarium (optional) up to $500 unless otherwise approved by the ALI Board

**ICOLC Attendees***
- Registration
- Lodging, up 125% of the GSA lodging reimbursement limits**, exceptions may be made for conference hotels with appropriate documentation
- Meals, itemized receipts required
- Airport parking, economy rate only
- Transportation from/to hotel
- Mileage, based on GSA reimbursement rates, must provide starting and destination addresses (may include mileage to and from airport)***
- Airfare, if applicable
- Receipts required for all expense reimbursements

* Please submit appropriate, completed reimbursement forms with requests


Approved by Academic Libraries of Indiana Board of Directors
February 15, 2019