



Reimbursement Guidelines ADA Delegation (ADA Annual Session)

General

- Do your best to provide the FDA with actual receipts that show the amount paid and the method of payment
- Send receipts along with the reimbursement form to the FDA the way that is easiest for you – email, snail mail, etc.

What the FDA Covers:

- Mileage (IRS rate) -or- Airfare and baggage -or- rental car cost (includes gas for rentals only)
- Portal-to-Portal (Taxi, ride share, or mileage from the airport to the meeting location and back)
- Airport Parking
- Hotel stay for 4 nights (if you need a 5th night, please get approval first for reimbursement)
- Incidentals:
 - Meals, other food and beverage/tips (includes cost of transportation to restaurant).
 - Gratuities for bellhops, housekeeping, hotel staff (this is the only item where receipts are not required).
- FDA covers incidentals for the days of the event plus a portion of the days you travel. If you extend your trip past the event, FDA covers budgeted travel days but not meal/hotel expenses for extra days.

Meals

- Restaurants usually provide an itemized receipt and/or a summary receipt—please ask for the **itemized receipt**. If there is more than one person/meal on a receipt such as your spouse or another delegate, please write on the receipt who had the meal(s) and we can determine if the meal is reimbursable. If you pay for other Florida delegates, list names on the receipt and you will be reimbursed for those you paid for.
- Because FDA cannot delineate itemized food/beverage expenses from the hotel folio, we prefer that you use a credit card or cash for meals and provide the FDA with the itemized receipt. **Please avoid charging meals to your room**, this complicates the receipts.

Airfare

- FDA covers coach airfare. If you choose to upgrade, find the coach cost of your flight when you make the reservation and either take a screenshot or print it out, then select your upgrade options. When you request reimbursement, send the receipt showing your actual airfare cost and the price of the coach at the time you made the reservation.

Submitting Receipts

- You can mail receipts in an envelope with your reimbursement form.
- You can also take photos
- When sending photos of receipts from your phone, send it at “high” resolution (or size) as this will provide the best quality and readable receipt photo.
- When taking a phone picture of your itemized receipt, use the techniques below.
 - Fill as much of the frame of the camera as possible
 - Use good lighting
 - Check the photo to make sure it is in focus.