

Iowa Academy of Science Request for Reimbursement/Purchase Order Guidelines

To Requestor:

- **All expenses/purchases should be pre-approved prior to purchasing.**
- Be conscientious—remember IAS is a non-profit organization with limited resources.
- Equipment and/or software purchased with IAS funds become the property of the organization; not of any individual.
- Detail your request as much as possible (ie: Printing; 500 copies of form abc).
- Alcoholic beverages and tips are **not** reimbursable.
- Attach all original, itemized receipts. Requests without receipts will not be reimbursed.
- A W-9 form must be filled out and accompany any form for honorariums/stipends.
- If this is a request for reimbursement for ISTS expenses, route the request to the ISTS Chair, Vice Chair, or Conference Chair to approve the request, and forward it to the IAS Office.
- The Executive Director maintains the right of final approval over all expenditures.
- Cash your check promptly. Checks for reimbursement which are not cashed within six months of issuance shall be voided and the value of the check will be considered a donation to the IAS fund from which it was drawn.

Meal allowances while conducting official Academy business are limited to the following:

IN STATE		OUT OF STATE	
Breakfast	\$ 5.00	Breakfast	\$ 8.00
Lunch	\$ 7.00	Lunch	\$12.00
Dinner	<u>\$14.00</u>	Dinner	<u>\$20.00</u>
Per diem limit	\$26.00	Per diem limit	\$40.00

Reimbursement for mileage will be as follows:

UNDER 100 MILES	OVER 100 MILES
\$.50 per mile	\$.285 per mile

Mail requests to:

**Iowa Academy of Science
UNI – 175 Baker Hall
2607 Campus St.
Cedar Falls, IA 50614-0508**

**Phone 319/273-2021
FAX 319/273-2807**



