

<p style="text-align:center"><b>EXECUTIVE COMMITTEE EXPENSE REIMBURSEMENT 2014</b></p>
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The following is a general outline of expenses you can expect to receive reimbursement for.

**EXECUTIVE COMMITTEE MEETINGS**

- Mileage at .56 cents/mile (50 mile radius or more)

**SPRING CONFERENCE (April 15-18, 2014 – Prescott Resort, Prescott)**

- Registration complimentary (member only)
- Hotel room and tax for up to 4 nights
- Daily expense of \$100.00 for up to 5 days
- Ticketed functions at which your attendance is required, will be provided on a complimentary basis
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

**LEADERSHIP CONFERENCE (October 2014 – Location TBD)**

- Registration complimentary (member only)
- Hotel room and tax for up to 2 nights
- Daily expense of \$100.00 for up to 3 days
- Ticketed functions at which your attendance is required, will be provided on a complimentary basis
- Mileage at .56 cents/mile (50 mile radius or more from conference site)

**NOTES**

- Daily expense amount will be provided in one (1) check for each applicable meeting. AAR will file a Form 1099 if the total for 2014 is \$600.00 or more at the close of the calendar year *unless* you direct us to make the check payable to a *corporate entity* or you supply AAR with *receipts* to cover the amount of daily expense.
- You will receive a mailing approximately 3 weeks prior to the State meetings from the Senior Vice President of Professional Development indicating nights for which rooms have been reserved for you. We request that you confirm whether or not the arrangements are adequate and, if applicable, indicating any changes.
- Sleeping rooms will be billed to a master account for room and tax. You are responsible for incidental charges when you check out.