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Reimbursement Instructions 2024 Two-Year Bridge Symposium

Thank you for participating in the 2024 Two-Year Bridge Symposium! Each of you has received a \$60 virtual gift card. For those requiring reimbursement for expenses beyond the \$60 provided via the virtual gift card, below is the information needed to submit for reimbursement**:

1. Visit <https://foundationaaa.org/programs.html?ver=2> to download the forms needed for reimbursement. You will need to **complete and submit a W-9**, a reimbursement form, and a form for electronic transfer of funds.
2. All receipts must be included.
3. All reimbursements, and the W-9, must be submitted to Bryant.Bernal@aaahq.org **no later** than 5:00pm Eastern on Friday, November 22, 2024.

****NOTE: The following expenses are NOT eligible for reimbursement:**

- Room service
- Alcoholic beverages
- Internet access (included in room rate)
- Housekeeping service and/or other hotel baggage handling fees
- Any misc. charges to your hotel room bill
- Gift shop purchase or other incidental charges
- Airline seat assignments