**AAPL Speaker Reimbursement Instructions**

After the institute, reimbursement will be processed for eligible expenses.

Please make sure to submit the following documents to education@landman.org no later than 30 days after the institute.

* Completed [Reimbursement Form](http://www.landman.org/downloads/2023_Institute_Speaker_Expense_Reimbursement_Request.xls)
* Receipts for all expenses
* Completed [W-9 form](https://www.landman.org/downloads/W-9_-_fillable.pdf)

AAPL will reimburse the following:

* Meal allowance up to $100 per day and must include **itemized**receipts. Alcoholic beverages are not reimbursed.
* Economy airfare
* Baggage fees
* Economy class rental car, taxi, Uber, and Lyft expenses
* Mileage reimbursement when using a personal vehicle at IRS rate per mile. Please provide a google map or apple map, supporting the mileage.
* Hotel expense for the night prior to and following the event if required.
* Tips up to $10 per day (receipt not required)