2022 Annual Meeting Travel Funding
and Reimbursement FAQ Guide for
AIM Participants

How many representatives can my organization send to the AIM Annual Meeting?
AIM will reimburse two representatives from each AIM-enrolled state and partner organization.

How can travel expenses be funded?
AIM-contracted state and partner organizations-may fund travel to the 2022 AIM Annual Meeting by: (1) using existing funds allocated to travel within the organization's budget and invoice through the invoice submission portal, or (2) applying for supplemental funding via the links below:

States
- AIM State Invoice Submission Form
- AIM State Supplemental Funding Request Form

Partners
- AIM Partner Invoice Submission Form
- AIM Partner Supplemental Funding Request Form

Uncontracted or participation-only agreement states and partners-may receive reimbursement for travel related costs for 2022 AIM Annual Meeting attendance via the below process:

1. Apply for pre-approval via this link to attend and plan to invoice for travel costs after.

2. Following the approval by AIM program leadership, a signed letter will be furnished. Please note:
   - Travel must be associated with the annual meeting.
   - Travel must adhere to ACOG standards and travel policies, including providing copies of receipts for any purchase greater than $25.
   - Alcohol purchase or other items outside of the federally allowed costs will not be reimbursed for.
   - The entity must invoice for travel within 30 days of the Annual Meeting (by October 10, 2022).
3. Registrants/speakers will be asked for appropriate documentation for payment including W-9 forms, mailing or EFT information, and any other required information when confirmation email and letter is sent, as well as notified of expected honoraria to be provided if presenting. Failure to abide by these guidelines may result in nonpayment

**What/how much can my organization be reimbursed for?**
Annual Meeting travel that occurs between September 6-10, 2022 is eligible for reimbursement. The total amount reimbursed will not exceed $3,000 per person. Participants traveling from outside of the continental United States may contact their AIM Program Manager if the dollar amount does not meet their needs for approval of expanded funding.

**What should I do if I have additional questions?**
If you have other questions regarding reimbursement or funding for travel related to the annual meeting, please direct them to your assigned program manager or email aim@acog.org.