The following is a summary of the Miami-Dade HIV/AIDS Partnership Reimbursement Policy. For a copy of the complete policy, or if you have questions, please contact Staff Support at Behavioral Science Research, (305) 445-1076.

Eligible Members

- Miami-Dade HIV/AIDS Partnership members living with HIV/AIDS.
- Partnership committee members living with HIV/AIDS.
- Partnership and committee members who are directly affected by HIV/AIDS may be eligible for the purposes of these policies if they demonstrate financial need. For instance, members who have a family member or significant other living with HIV/AIDS.

Expenses submitted more than four (4) months after the expense date will not be reimbursed.

Allowable Expenses

Members are strongly urged to contact Staff Support at Behavioral Science Research, (305) 445-1076, with questions about allowable expenses, prior to incurring those expenses.

Transportation

- Transportation expenses to and from Partnership and committee meetings, including taxi (requires prior approval), tolls, bus or shuttle, mileage (based on the current U.S. General Services Administration reimbursement rate).

Parking

- For Partnership meetings at Behavioral Science Research, BSR validates parking in the 2121 Ponce de Leon garage or pays for metered parking if the garage is full.
- For all other Partnership meetings, you must get a receipt and fill out the Expense Report.

Other Expenses (May be reimbursed WITH PRIOR APPROVAL)

- Lost wages
- Telephone
- Babysitting fees
- Conference expenses ➔ Attendance must be approved by the Partnership ➙
  - Registration fees | Meals | Travel | Lodging

Instructions

- Save all receipts and attach to your completed Expense Report.
  - Expense Reports without receipts will not be processed.
- Complete, sign and date one Expense Report each month.
  - Expenses submitted more than four (4) months after the expense date will not be reimbursed.
- Submit completed Expense Reports by mail, email, fax, or give directly to Staff Support.
  - Allow up to fifteen (15) business days for processing.
  - Checks will be mailed to the address listed on the top of your completed Expense Report.

Mail
Behavioral Science Research
Attn: Partnership
2121 Ponce de Leon Boulevard, Suite 240
Coral Gables, FL 33134

Email
cbontempo@behavioralscience.com

Fax
(305) 448-3325

Effective January 1, 2019
Revised December 26, 2018
**Expense Report**

Expenses must be submitted no later than the 20th day of the month following the month in which the meeting expense was incurred. Allow up to fifteen (15) business days for processing. See reverse for details on eligibility and allowable expenses. For assistance completing this form, contact Christina Bontempo at BSR, (305) 445-1076; cbontempo@behavioralscience.com.

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Check will be mailed to the above address. Sign and date the completed form below.

Send completed Expense Reports with receipts to Behavioral Science Research, Attn. Partnership, 2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134; by email to cbontempo@behavioralscience.com; or by fax to (305) 448-3325. Expense Reports without receipts will not be processed.

I hereby certify that the reimbursement requested above is a true and correct statement of expenses incurred in the conduct of Miami-Dade HIV/AIDS Partnership business.

**Signatures**

Signature __________________________________________ Date: ________________

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For office use:

**Authorized by** ____________________________ **Date** ____________________________

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Behavioral Science Research

Effective January 1, 2019