

# Miami-Dade HIV/AIDS Partnership Expense Report

## *Summary of Reimbursement Policy*

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

