# **Filling out the Academy Expense Claim Form**

1. You can find the expense form by opening your “REGIS” email. This email will have come, in advance of the academy, from the address [iba.educator.network@ibo.org](mailto:iba.educator.network@ibo.org), and it contains a link that guides you to REGIS, our online registration system. You used this link to register yourself for this event, and to book your travel for this event. Please click on the link to access this event on REGIS. Then, on the left-hand side of the site, click on the tab for “Logistical Information” (or it might say “Important Documents”, as we’re planning to change the phrasing soon). Underneath that tab, click the tab for “Expense Claim Form”. Open and save the form somewhere safe. **You must fill this form in electronically**.
2. Top Left: Fill in Contact Info
3. Top Right: **If you live in the US or Canada,** you can select "ACH/EFT" for direct deposit of reimbursement, and **attach a voided check** to your form. **All other countries**: please select "Wire" and **print, fill out and include the Bank Details form**, which can be found on the REGIS link (it will be found under the “Logistical Information” tab). If you used more than one currency, please fill in a separate form for EACH currency used. We only reimburse in USD & Canadian Dollars, not in any other currency. Our finance team will calculate the exchange rate for any currency that was used. Do not waste time calculating the rate, as our finance team is required to make the calculation.
4. Rows 21- 31: Please fill the amount of each expense into appropriate boxes, **noting the restrictions stated in the travel policy**. The following are tips from frequently asked questions:

* Cabs to dinners are not reimbursable in this location
* If any meal exceeds $60, only enter $60 in the box, as we cannot reimburse more than $60 for one meal at this event. If you exceed $80 for all three meals in one day (on a travelling day), only enter $80, as $80 is the limit for 3 meals at this event. We will not reimburse for a meal when we’ve provided a meal for you (for example, we will provide breakfasts and lunches during the academy, so we cannot reimburse if you purchase something on your own for those meals)
* For meals, price limits include tax and gratuity
* Postage: if you are mailing from outside the US or Canada, we recommend using a reliable carrier such as DHL, and we will reimburse it - please slip the receipt in at the last minute if possible
* Include a mapquest page for any mileage claim (example: home to airport)

1. Once you've completed the form, print and sign – we need original signature (not a copy or electronic signature)
2. You must submit itemized, original receipts that are taped side-by-side on paper; in order by date is easiest for us (CONTINUED ON BACK)
3. Include voided check for direct deposit (US & Canada) or bank details for wire transfer (other countries)
4. **Make a copy of signed form and receipts before submitting**
5. Mail signed form, original receipts and a voided check OR a bank details form (see #3 above) to:

IB Americas Global Centre

ATTN Rebecca Walter

7501 Wisconsin Ave.

Suite 200 West

Bethesda, MD 20814

1. Please allow 4-6 weeks after mailing your form before expecting reimbursement
2. Send questions to Rebecca Walter at [Rebecca.walter@ibo.org](mailto:Rebecca.walter@ibo.org), as I (Rebecca) will be processing your expense form for this academy