

Institute for Analytical Philately, Inc.



Costs We Reimburse and Costs We Don't Reimburse

Once your grant request is approved, the IAP will reimburse your expenses based on these guidelines. Should you have any questions, please contact one of the officers before incurring an expense. All IAP decisions are final. While we don't require attestation, please apply this standard: "I spent this money as though it were my own."

You must submit receipts for all expenses in excess of \$25 and all lodging.

Eligible expenses

Air travel based on the lowest available commercial coach class, non-refundable airfare booked well in advance of travel.

Hotel nights and travel costs to and from the research facility during the time you are performing research or analysis away from home. This is limited to \$300 per day.

Auto mileage in excess of 250 miles per round trip based on the allowable charitable mileage rate at the time of travel according to the Internal Revenue Code. This is limited to the cost of air travel for the same trip. In 2017 the allowable rate is fourteen cents (14¢) per mile.

Costs for use of technical equipment relating to your project.

Consulting costs to assist in using technical equipment or to interpret results; consulting with IAP experts is gratis.

Ineligible expenses

Asset purchases of any kind, such as equipment, reference books, stamps or other tangible property.

Meals.

Hotel nights or other travel expenses beyond those required for actual research or analysis.

Any other expenses not directly related to your project.