

TRAVEL REIMBURSEMENT POLICY FOR NONMEMBER INVITED SPEAKERS
Annual Meeting

All speakers will receive a complimentary meeting registration. If the speaker wishes to participate in any of the other functions requiring a fee, that fee is the responsibility of the speaker. Please fill out a registration form and mark it invited speaker.

1. No more than 3 nights (domestic) / 4 nights (international) shall be paid, unless participation warrants greater duration and is approved by the Chief Executive Officer. Speakers can choose their hotel, **but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers are required to make their own hotel reservations.** If for some reason, speakers are not authorized to make their own hotel arrangements, ASAS staff will require a credit card number to hold any rooms booked by hotel staff.
2. Speakers may book their flight arrangements using the ASAS approved travel agent, Hess Travel. Airfare booked through Hess Travel will be direct billed to ASAS. To use Hess Travel contact Lyra at lyra@hesstravel.com. **Airfare must be purchased at least 21 days in advance.** If travel is booked within 21 days of the meeting, ASAS will only reimburse/fund at the rate of travel 21 days out. If you prefer not to book through Hess Travel, you may book on your own and be reimbursed based on the same above criteria. ASAS will not cover any other travel agency fees if you opt to not use Hess Travel. ASAS will not cover Business-Class or First-Class tickets.
3. Meals and daily incidental expenses will be reimbursed up to a maximum of the US Government per diem per day for a maximum of 3 days (domestic) or 4 days (international), <http://www.gsa.gov/portal/content/110007>. Per diem includes but is not limited to 1) food and beverage, 2) parking, and 3) transportation to and from airports. Individuals may claim full per diem without receipts. We will not reimburse even with receipts above per diem.
4. No other specific incidentals shall be paid (mileage, phone, laundry, movies, flight or medical insurance, etc.). These are included within the per diem.
5. Payment of expenses will be in US Currency only and by check unless speaker requests payment by wire. Wire information must be supplied with the expense report and a \$35.00 wire fee will automatically be deducted from expenses.
6. No monetary support will be provided to speakers for presentation preparation.
7. No honoraria shall be paid to invited speakers.
8. Completed expense forms and receipts **must be turned in within one month of the presentation date.** Signed expense forms and receipts may be sent to the ASAS Headquarters, PO Box 7410, Champaign, IL 61826; attention: Freda Shore. Alternatively, forms and receipts can be submitted via e-mail to FredaS@asas.org. The completed form and all receipts should be scanned into PDF and attached to the e-mail. Expenses not turned in by the deadline will not be paid.
9. For questions or concerns, please contact Meghan Wulster-Radcliffe, ASAS CEO, MeghanWR@asas.org.
10. **Acceptance of policy form must be completed and returned to ASAS before any travel is booked for the meetings.**

I have read and understand the policy outlined above and certify my compliance with all portions.

Printed Name _____

Acceptance Signature _____

Date _____

