



# AMERICAN SOCIETY OF ANIMAL SCIENCE

## INVITED SPEAKER TRAVEL REIMBURSEMENT POLICY (for nonmembers)

**LODGING:** No more than 3 nights (domestic) / 4 nights (international) lodging shall be paid, unless participation warrants greater duration and is approved by the ASAS 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 rooms booked by staff.

**FLIGHTS:** Speakers may make 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](mailto:lyra@hesstravel.com). Airfare **must be purchased at least 21 days in advance of travel date.** If travel is booked within 21 days of travel date, 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.

**MEALS & DAILY INCIDENTALS:** 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 above per diem even with receipts.** No other specific incidentals shall be paid (mileage, phone, laundry, movies, flight or medical insurance, etc.) as they are included in the per diem.

**REGISTRATION: Nonmember** invited speakers receive a **complimentary meeting registration only.** 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. If an invited speaker is a member at the time the invitation to speak is issued, they will be considered a member for the meeting and no reimbursement will be issued except for registration.

Payment of expenses will be in US Currency only and by check unless a 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.

No monetary support will be provided to speakers for presentation preparation.

No honoraria shall be paid to invited speakers.

**Completed expense forms and receipts must be turned in within 30 days** 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 email to [fredas@asas.org](mailto:fredas@asas.org).** Completed forms and all receipts should be scanned into PDF and attached to the email. **Expenses not turned in by the deadline will not be paid.**

For questions or concerns, please contact Meghan Wulster-Radcliffe, ASAS CEO, [meghanwr@asas.org](mailto:meghanwr@asas.org).

**Acceptance of policy form must be completed and returned to ASAS Headquarters 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 \_\_\_\_\_

8/2020

# Expense Reimbursement Form

Your Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose: \_\_\_\_\_

Expenses	Description	Cost	Account #
Hotel			
Per Diem			

Don't forget to attach receipts!

\$	-	Subtotal
		Less Cash Advance
\$	-	Total Reimbursement

\_\_\_\_\_  
Your Signature Date

\_\_\_\_\_  
Approval Signature Date