

TRAVEL REIMBURSEMENT POLICY FOR:
NONMEMBER or outside of the Section INVITED SPEAKERS
Sectional Meetings

1. No more than 2 nights 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 any rooms booked by hotel staff.
2. Speakers are required to 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, 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 unable to purchase through Hess Travel you must receive written permission from the ASAS Chief Executive Officer.
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 2 days, <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 in the per diem.
5. Payment of expenses will be in US Currency only and by check.
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. Alternatively, forms and receipts can be submitted via e-mail to Lindsey Burnett, Lindseyb@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. **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.
10. If an invited speaker is a member at the time the invitation to speak is issued, they will be considered a member for the 2018 meeting and no reimbursements will be issued.
11. For questions or concerns, please contact Meghan Wulster-Radcliffe, ASAS CEO, Meghanwr@asas.org for approval.
12. **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 _____

Expense Reimbursement Form

Your Name: _____

Mailing Address: _____

Purpose: _____

Expenses	Description	Cost	Account #
Hotel			
Per Diem			
		\$..	Subtotal
			Less Cash Advance
		\$..	Total Reimbursement

Don't forget to attach receipts!

Your Signature

Date

Approval Signature

Date