

Speaker Reimbursement Policy

We are grateful for your participation in our joint conference. In order to comply with applicable regulations and to be clear as to what is reimbursable, the following provisions have been adopted by the IAO/COS Planning Committee and approved by our two boards of directors:

1. Airfare – You should plan to make your own travel arrangements. We will reimburse you for airfare between your home city and Chicago according to the following parameters:
 - a. Lowest 21-day advance non-refundable coach ticket.
 - b. If you choose a higher price ticket, we will reimburse only for the rate described in 1.a.
 - c. In the event that your planned travel includes destinations other than Chicago (either before or after the conference), we will reimburse you for the fare described in 1.a. or a prorated share of the actual ticket purchased, whichever is lower.
 - d. Upgrades or change fees will not be reimbursed.
 - e. If you purchase your airline ticket more than 30 days before the conference, you may request advance reimbursement for that cost in advance of the conference. Please contact the IAO/COS executive director to make these arrangements.
2. Hotel – Out-of-town guest speakers will be provided overnight accommodations at the designated conference hotel. Depending on your travel arrangements, we will make your reservation for the night before and the night after the conference (up to two nights).
 - a. Room and tax will be billed to the conference master account.
 - b. You will be responsible for incidentals. However, we will reimburse you for daily internet access fees purchased through the hotel (if any).
 - c. If you choose to stay at another hotel, we will reimburse you for the actual amount of your hotel stay, as described above, or the conference hotel rate whichever is less.
 - d. Additional nights beyond the night before and the night after the conference will be at your own expense.
3. Ground Transportation – We will reimburse for reasonable ground transportation costs between your home, the airport and hotel/meeting site; or your home and the meeting location (if a local speaker) as follows:
 - a. Mileage for use of your personal auto according to the current IRS rate, and the actual cost of tolls, if any.
 - b. Parking at the airport or the hotel/meeting site
 - c. Taxi, airport shuttle, car service or bus between home and the airport, as well as between the airport and hotel/meeting site here in Chicago. Please note that we will reimburse for car service only up to 150% of the cost of a taxi cab for the same trip.
 - d. We do not reimburse for rental cars unless specifically approved in advance.
4. Meals and Incidentals – We will reimburse you for *reasonable* expenses while you are traveling:
 - a. All meals are provided during the conference. However, out-of-town speakers will be reimbursed for up to \$50 for your meal the night before the conference, as well as reasonable expenses for meals while you are enroute to or from Chicago.
 - b. Tips for skycaps, bellmen, etc.
 - c. Not reimbursable are such items as reading materials, airline club fees, gift shop purchases, or alcoholic beverages.
5. Guests, Spouses & Family Travel – We do not reimburse for any expenses of family members or guests who may be traveling with you.

You will be provided a form with which to submit your expense reimbursement request. This form should be submitted as soon as possible after the conference, but not later than 30 days after the travel has been completed. A receipt must be provided for all expenses claimed of \$25 or more with the purpose of the item clearly marked. Credit card statements are not acceptable documentation of expenses.

We will make every effort to complete your reimbursement within 30 days after it is received. Thank you for your understanding and compliance with this policy.