Travel Reimbursement Policy for Non-Member Invited Speakers
2017 ADSA Annual Meeting
Pittsburgh, Pennsylvania

1. **General Policy:** Travel expenses and support shall be reimbursed to *non-member invited speakers only*, according to this policy. Travel expense reimbursement is not transferable. ADSA members are **NOT** eligible for any reimbursement (including meeting registration fee) associated with participation in an ADSA Annual Meeting. Exceptions to this policy must be approved in advance, in writing, by the ADSA Executive Director (see end of document).

2. No more than 2 nights lodging shall be paid, unless participation warrants greater duration and is approved, in advance, by the Program Chair and ADSA Executive Director. **All speakers must stay at an ADSA Annual Meeting hotel in order to be reimbursed for lodging** and are required to make their own reservations: [http://adsa.org/2017/hotel.asp](http://adsa.org/2017/hotel.asp).

3. Speakers are required to make their own flight arrangements. Airfare (economy or coach only) must be purchased at least 21 days in advance and documented when seeking reimbursement. Travel agent fees are not reimbursable. Any airfare in excess of US$2,000 must be approved in advance by the Program Chair and ADSA Executive Director, or reimbursement will be capped at US$2,000. If a speaker cancels his or her talk, ADSA will not reimburse for the ticket cost or any airfare or other cancellation fees.

4. Meals and daily incidental expenses will be reimbursed up to a maximum of US$65.00 per day (including tax and gratuity) for a maximum of 3 days. With the exception of mileage reimbursement and meal expenses less than USD15.00, receipts are required for all expenditures. No reimbursement will be made for unreciepted items unless alternative proof of payment is received by ADSA at the time the expense report is submitted. See below for submitting receipts.

5. Personal incidental expenses will not be reimbursed (e.g., internet, phone, laundry, movies, flight or medical insurance).

6. Mileage rate if a driving personal vehicle is shown on the face of the ADSA expense report. The total mileage reimbursement is capped at the US dollar value of the 21-day advance-purchase airfare (see #3 above) plus round-trip cabs to/from airport (at home and in Pittsburgh).

7. Speakers are strongly encouraged to use hotel and airport shuttles rather than cabs. If using a cab, please share with another meeting attendee if possible.

8. Speakers are to use long-term parking at airports.

9. Reimbursement of expenses will be in US dollars only and made by check unless speaker requests payment by wire. Wire information must be supplied with the expense report and a US$30.00 wire fee will automatically be deducted from the expense reimbursement. No cash reimbursements will be made on-site.

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

11. No honoraria shall be paid to invited speakers.

12. Completed expense forms must indicate the name of the symposium, and receipts must be submitted within 30 days of the presentation date, and no later than **Friday, July 28, 2017**. For quicker reimbursement, submit a PDF of a **signed** expense report and receipts to Freda Shore at:
A downloadable expense reporting form is available here: 

Alternatively, expense reports and original receipts can be submitted via ground mail to:

ADSA
Attn: Freda Shore
1800 South Oak Street, Ste 100
Champaign, IL 61820

Expenses submitted after **July 28, 2017**, will not be reimbursed.

13. Non-member invited speakers receive a complimentary meeting registration. If the speaker wishes to participate in any meeting functions that require an additional fee, that fee is the responsibility of the speaker. A link will be provided to non-member invited speakers that will allow them to claim their complimentary registration.

14. If an invited speaker is a member of ADSA at the time the invitation to speak is issued (fall 2016), they will be considered a member for the 2017 meeting and no reimbursements will be issued.

15. If an issue regarding invited speaker expense reimbursement is not addressed in this policy, please contact the ADSA Executive Director for approval in advance of making the expenditure.

Thank you for the valuable contribution you are making to the ADSA Annual Meeting!

ADSA Annual Meeting 2017 Overall Program Chair: Ignacio Ipharraguerre
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ADSA Executive Director: Peter Studney (peters@adsa.org)