



SPEAKER GUIDELINES FOR REIMBURSEMENT FOR EXPERIMENTAL BIOLOGY 2015

Speakers giving a talk of at least 20 minutes will receive complimentary meeting registration in addition to a limited travel expense reimbursement. Each symposium is allotted \$4,800 for expenses. The Chair is responsible for determining each speaker's allowable reimbursement, so as not to exceed the budget for the symposium.

Maximum reimbursement limits are \$1,000 for North American speakers (local speakers can claim up to \$100) and \$1,500 for overseas speakers. **Contact your Chair to determine your maximum allowable reimbursement.**

NOTE: This amount may not cover all of your travel expenses.

Chairs & co-chairs who are not giving a 20-minute talk will receive complimentary meeting registration only. Speakers selected from contributed abstracts giving a 10-15 minute talk will receive complimentary meeting registration only.

Complimentary registration: ASPET will handle registration for all speakers and chairs, and a confirmation email will be provided once registration has been completed. Registration expenses are not included in the symposium's \$4,800 expense allotment.

Airfare: Actual expenses equal to the least expensive, non-refundable, applicable coach airfare, booked at least 14 days in advance. Checked baggage fees are allowable expenses. Please note that if your ticket is changed, you will be responsible for any fees and increase in airfare. **Your original airline ticket stub or receipt and checked baggage receipts are required.**

OR

Carfare: Carfare is reimbursed at the prevailing IRS mileage rate, not to exceed the least expensive applicable airfare. Rental cars will be reimbursed **only** up to the average two-way taxi fare between the airport and the meeting headquarters hotel. Parking of rental cars will **not** be reimbursed.

AND

Hotel: Single room rate not to exceed the housing bureau single room rate at ASPET's headquarters hotel. Incidentals, such as telephone calls, internet connection, movies, dry cleaning, health club fees, and tips are not reimbursable. **Original receipts required.**

Meals: Actual expenses for the invited speaker's meals may be reimbursed up to **\$60** per day, but the total request should not exceed a maximum of \$120. **Original receipts required for all expenditures.**

Ground Transportation and Airport Parking: Actual expenses may include transportation to and from the airport at departure and destination, as well as parking at the airport where the flight originated. Taxi fare between the hotel and convention center, or any other destination other than the airport, will not be reimbursed. Rental cars will be reimbursed **only** up to the average two-way taxi fare between the airport and the meeting headquarters hotel. Parking of rental cars will **not** be reimbursed. **Original receipts required.**

Expenditures without the requested receipts will not be reimbursed. Email or mail form and receipts to:

Meetings Manager
American Society for Pharmacology & Experimental Therapeutics
9650 Rockville Pike
Bethesda, MD 20814-3995
meetings@aspet.org

Reimbursement requests **MUST** be received no later than 90 days following the meeting or we may be unable to honor them. Checks will be issued within *four* weeks of receiving a Speaker Reimbursement Request form and the required original receipts.

09/04/2014