



## SPEAKER REIMBURSEMENT REQUEST

Thank you for giving a talk at the ASPET Annual Meeting! Your contributions to the field are invaluable. Our travel reimbursement policies reflect ASPET's not-for-profit tax status and mission. We are aware that they may not fully cover all your travel expenses. Our intention is to defray your costs to assist with your obtaining approval to participate from your employers.

### NAME & ADDRESS TO WHICH YOUR CHECK WILL BE MAILED:

Name (check payable to):	Email:
Mailing Address for check:	Phone:

MEETING: Experimental Biology 2016 in San Diego, CA

SESSION DATE:

SESSION TITLE:

### Check your speaker logistics letter or with your session chair for your maximum reimbursement amount.

**Airfare:** Least expensive, non-refundable, economy airfare booked at least two weeks in advance. ASPET does not reimburse for change fees, increases in airfare due to changes, seat upgrades, priority check-in, flight insurance, other extras offered by airlines, or for airfare or related costs if you cancel or do not show up at your presentation. Train fare in lieu of airfare is reimbursable under same restrictions. Copy of receipt required.

\$ \_\_\_\_\_

**Checked Baggage Fees (limit of one bag per flight)** Copy of receipt required.

\$ \_\_\_\_\_

Or

**Car:** In lieu of airfare or train fare, mileage to drive to/from destination is reimbursable at the prevailing 2016 IRS mileage rate, but is not to exceed least expensive applicable airfare.

Miles Traveled \_\_\_\_\_ x \$ \_\_\_\_\_ (IRS 2016 mileage rate to be determined Dec 2015) \$ \_\_\_\_\_

And

**Hotel:** Single room rate not to exceed housing bureau rate of headquarters hotel (\$289 for 2016). Incidentals, such as phone calls, internet connection, movies, dry cleaning, parking, health club fees, tips, and other incidentals are not reimbursable. *Meals should be claimed under the Meals category below.* Copy of receipts required.

\$ \_\_\_\_\_

**Meals:** Actual expenses for *the speaker's meals* may be reimbursed up to \$75 max per day, but should not exceed a maximum of \$150 for this trip. Bar tabs and meals for guests are not reimbursable. Copy of receipts required.

\$ \_\_\_\_\_

**Ground Transportation:** Actual expenses may include transportation to and from the airport at departure and destination, and 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 destination airport and the meeting headquarters hotel. **Parking of rental cars will not be reimbursed.** Copy of receipts required.

\$ \_\_\_\_\_

**Email this form with required receipts to: [meetings@aspet.org](mailto:meetings@aspet.org)**  
(Save your original receipts until your payment is received.)

Or mail to:  
American Society for Pharmacology & Experimental Therapeutics  
Attn: Meetings Director  
9650 Rockville Pike, Bethesda, MD 20814-3995

Questions to: [meetings@aspet.org](mailto:meetings@aspet.org) Phone: 301-634-7060

**Total eligible expenses:** \$ \_\_\_\_\_

**Reimbursement requested:** \$ \_\_\_\_\_

☐ Check here to donate reimbursement check back to ASPET to support research, publications, travel awards, science advocacy, and career development for scientists (tax-deductible)

Signature

Date

For ASPET use only:

Expense Code: 52102 Department:

Reimburse \$

Mgr Appr.:

Acct Appr.:

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

10/1/2015



## SPEAKER REIMBURSEMENT GUIDELINES

### Parameters to be Eligible for Complimentary Registration:

ASPET will pay for a full-conference registration badge for all symposium chairs, invited speakers, abstract-based speakers in symposia, panel moderators, and award lecturers. ASPET will submit the registration paperwork for you and you will receive an email confirmation in February. If you have already registered, ASPET will reimburse after the meeting but only up to the registration rate at the early bird discounted pricing level.

### Parameters to be Eligible for Travel Reimbursement:

**Must be scheduled to give a talk of at least 20 minutes.** If a speaker is also moderating a panel or serving as a discussion group facilitator, the time for this activity may be included. Question and answer time does not count in the 20 minutes. Chairs, co-chairs and abstract-based speakers who are not giving a talk of at least 20 minutes, are not eligible for travel funds.

### Limits to Travel Reimbursements:

The symposium chairs decide how the symposium budget is allocated with the following limits. Check your speaker logistics letter from ASPET or check with your chair for your maximum reimbursement amount.

- Chairs may allocate only up to \$1000 for travel reimbursement to speakers from North America.
- Chairs may allocate only up to \$1500 for travel reimbursement for overseas speakers.
- Chairs may allocate only up to \$100 for travel reimbursement to local speakers.

### What Travel Expenses Can Be Reimbursed?

	Reimbursable with Receipts *	<u>Not</u> Reimbursable
<b>Airfare</b>	<ul style="list-style-type: none"> <li>• Actual expenses equal to the least expensive, <u>non-refundable</u>, coach airfare, booked at least 14 days in advance.</li> <li>• One checked bag per flight</li> <li>• Train fare in lieu of airfare (same restrictions apply)</li> </ul>	<ul style="list-style-type: none"> <li>• Change fees</li> <li>• Increases in fare due to changes after ticket is booked</li> <li>• Seat upgrades</li> <li>• Priority check-in</li> <li>• Flight insurance</li> <li>• Other extras offered by airlines</li> <li>• Airfare and related costs if you cancel or do not show up at your presentation</li> </ul>
<b>Driving</b>	<ul style="list-style-type: none"> <li>• Driving expenses when in lieu of airfare or train fare are reimbursable at the prevailing IRS mileage rate, but are not to exceed the least expensive airfare.</li> <li>• Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel.</li> <li>• Mileage reimbursement (at the prevailing IRS mileage rate) for travel to/from your home airport.</li> </ul>	<ul style="list-style-type: none"> <li>• Parking for rental cars</li> <li>• Mileage reimbursement for trips other than to/from the destination or home airport</li> </ul>
<b>Hotel</b>	<ul style="list-style-type: none"> <li>• Single room rate not to exceed official housing bureau's rate at the headquarter hotel. For EB2016, the headquarter rate is \$289.</li> </ul>	<ul style="list-style-type: none"> <li>• Phone calls, movies, dry cleaning, parking, health club fees, internet connections, tips</li> <li>• Other hotel incidentals</li> </ul>
<b>Meals</b>	<ul style="list-style-type: none"> <li>• Actual expenses for only the <b>approved individual's</b> meals up to \$75 max per day (max \$150 total)</li> </ul>	<ul style="list-style-type: none"> <li>• Meals for guests/colleagues on same receipt</li> <li>• Bar tabs</li> </ul>
<b>Ground Transport</b>	<ul style="list-style-type: none"> <li>• Actual expenses for transportation to/from airport at departure and destination (taxi, shuttle, train, public transportation, mileage for personal vehicle)</li> <li>• Parking at airport where your flight originates</li> <li>• Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel.</li> </ul>	<ul style="list-style-type: none"> <li>• Taxi fare other than to/from an airport</li> <li>• Parking other than at airport</li> <li>• Parking for rental cars</li> <li>• Limo/car service exceeding the cost of taxi fare to/from airport</li> </ul>

*\* If you are receiving funding from multiple sources, including multiple EB societies, you may only submit an individual receipt to one source. For example, it is OK to submit your airfare to ASPET and your hotel to another entity funding your trip, but you cannot submit for reimbursement of your airfare from both ASPET and another funding source.*