



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 2017 in Chicago, IL

SESSION DATE:

SESSION TITLE:

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

Airfare: Actual expenses equal to the 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, reward miles, 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 2017 IRS mileage rate, but is not to exceed least expensive applicable airfare.

Miles Traveled _____ x \$ _____ (IRS 2017 mileage rate to be determined Dec 2016) \$ _____

And

Hotel: Single room rate not to exceed EB housing bureau rate of headquarters hotel (\$259 for 2017). 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
(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 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)

I certify that the above are actual costs incurred by me, for my use, related to the outlined approved travel.

For ASPET use only:

Signature

Date

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. 7/28/2016



SPEAKER REIMBURSEMENT GUIDELINES

Receipts are required for all claimed expenses

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 late February. If you have already registered, ASPET will reimburse after the meeting but only up to the registration rate at the early discounted pricing level.

Parameters to be Eligible for Travel Reimbursement:

Invited speakers must be scheduled to give a talk of at least 20 minutes to be eligible for travel funds. 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.

Abstract-based speakers who are undergraduates, graduate students, or postdocs are eligible for travel funds regardless of the length of their talk.

Chairs and co-chairs who are not giving a talk of at least 20 minutes, are not eligible for travel funds.

What Travel Expenses Can Be Reimbursed?

	Reimbursable with Receipts *	<u>Not</u> Reimbursable
Airfare	<ul style="list-style-type: none"> Actual expenses equal to the least expensive, <u>non-refundable</u>, coach airfare, booked at least 14 days in advance to/from the conference location. <i>(If you book a multi-city trip to combine personal or other business travel, please print out the airline's roundtrip fare to the EB city on the day you book your multi-leg trip. Turn in your actual multi-leg trip receipt plus the proof of fare without multi-leg. ASPET will reimburse for the lower of the two.)</i> One checked bag per flight Train fare in lieu of airfare (same restrictions apply) 	<ul style="list-style-type: none"> Change fees Increases in fare due to changes after ticket is booked Seat upgrades Priority check-in Flight insurance Tickets paid for with airline mileage or reward programs Other extras offered by airlines Airfare and related costs if you cancel or do not show up at your presentation
Driving	<ul style="list-style-type: none"> 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. Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel. Mileage reimbursement (at the prevailing IRS mileage rate) for travel to/from your home airport. 	<ul style="list-style-type: none"> Parking for rental cars Gas Mileage reimbursement for trips other than to/from the destination or home airport
Hotel	<ul style="list-style-type: none"> Single room rate not to exceed official housing bureau's rate at the headquarter hotel. For EB2017, the headquarter rate is \$259. 	<ul style="list-style-type: none"> Phone calls, movies, dry cleaning, parking, health club fees, internet connections, tips Fees for additional guests in room Upgrade fees/packages Other hotel incidentals
Meals	<ul style="list-style-type: none"> Actual expenses for only the approved individual's meals up to \$75 max per day (max \$150 total) 	<ul style="list-style-type: none"> Food and beverage for guests/colleagues on the same receipt Bar tabs
Ground Transport	<ul style="list-style-type: none"> Actual expenses for transportation to/from airport at departure and destination (taxi, shuttle, train, public transportation, mileage for personal vehicle) Parking at airport where your flight originates Rental cars are reimbursable only up to the two-way taxi fare between the airport and the meeting hotel. 	<ul style="list-style-type: none"> Taxi fare other than to/from an airport Parking other than at airport Parking for rental cars Limo/car service exceeding the cost of taxi fare to/from airport

* 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.