

FASEB SCIENCE RESEARCH CONFERENCE (SRC) INVITED SPEAKER/SESSION CHAIR REIMBURSEMENT GUIDELINES

ELIGIBILITY: To be eligible for reimbursement, FASEB SRC speakers/session chairs must:

1. Check-in at the time of registration for their related conference;
2. Stay a minimum of 3 full days/ 3 full nights; and
3. Present their talks or conduct their sessions as scheduled and programmed in their related conference.

REIMBURSEMENT AMOUNT: The value of each reimbursement will vary by conference and is contingent upon external funding availability. Full reimbursement of travel and registration expenses IS NOT guaranteed. FASEB Staff works with the conference organizers (not employed by FASEB) to ensure that reimbursements are allocated equitably and distributed promptly after the conference. FASEB staff does not determine the reimbursement amounts.

REIMBURSEMENT PAYMENT INFORMATION: Each Invited speaker/session chair is responsible for providing their most current and correct address and payment information. Speaker/session chairs will input their address and payment information when registering for the conference. Speaker/session chairs will confirm their information when submitting expense claims. FASEB offers three (3) types of payments:

1. **Direct Deposit** (Preferred/Quickest – US Banks Only) – *Note: Speakers will be asked to set up their bank information with a third party (bill.com) after the reimbursement amount is confirmed. FASEB will not collect deposit information.*
2. **International Wire Transfer** (Preferred – International Banks Only) – *Note: Unless otherwise requested wire will be the currency local to the recipient's bank.*
3. **Check Payment** (Not Preferred/Slowest – US and International)

CURRENCY CONVERSION: All reimbursement claims must be in US Dollars (USD). Converted claims must be noted in the “Narrative” section of the form and include the amount conversion and the date of the conversion (i.e., Converted 1560GBP to 1359USD on 06/16/18).

TRAVEL EXPENSE FORM: FASEB will email the link to the digital speaker expense claim form to all registered invited speakers/session chairs four (4) weeks before the start date of the conference. One form must be submitted for each speaker/session chair even if traveling in a group, or if someone else pays the expenses. Multiple forms may be submitted if the speaker/session chair attended multiple

conferences. Reimbursement consideration applies to the Speaker/Session chair expenses related to the speaker's participation in the specific SRC. Expenses of family members or other parties are not eligible for reimbursement. The speaker expense form must be submitted no later than two **(2) weeks** after the end of the conference to ensure timely reimbursements.

ELIGIBLE EXPENSE CLAIMS:

CONFERENCE REGISTRATION: Conference registration fees are always eligible for reimbursement. Although FASEB retains a copy of each conference registration receipt, FASEB recommends that you provide a copy of the speaker registration receipt with your expense claims. The registration receipts contain the attendee registration ID number.

AIRFARE/AIR TRAVEL EXPENSES: Invited Speakers/Session chairs are strongly encouraged to travel on a round-trip ticket at the lowest possible rate (economy class). Additional baggage is allowable. Reimbursement of seat upgrades, business, and first-class travel are not reimbursable expenses. Additional expenses and fees associated with airline travel such as travel bookings fees and additional travelers are not reimbursable.

ADDITIONAL/EXTRA HOTEL NIGHTS: If the invited speaker/session chair chooses off-site lodging, the invited speaker/session chair is only eligible for reimbursement up to the cost of a standard single occupancy registration. FASEB will not reimburse any off-site hotel expenses beyond the registration cost amount. FASEB does allow reimbursement for lodging stays immediately before and after the conference. Invited speakers/session chairs are only eligible for a maximum of two (2) nights of additional lodging. The accommodations must be comparable to a standard single room rate in the area.

AUTOMOBILE RENTAL POLICY: FASEB will only consider vehicle rental claims if renting a vehicle as a means of transport from the airport is necessary for the invited speaker/session chair. FASEB will only reimburse the rental fee from the airport to the conference. FASEB will not reimburse additional gas receipts for excursions during the conference.

GROUND TRANSPORTATION EXPENSES: Reasonable expenses for ground transportation (cabs, buses, Uber, Lyft, shuttles) associated with conference participants



are eligible for reimbursement. The traveler may be reimbursed for ground transportation to and from the airport and their home, and to and from the airport and the designated conference lodging facility on the actual days for arrivals and departures. FASEB will not reimburse other transportation expenses incurred during the conference.

PERSONAL VEHICLES POLICY: Travel related to the use of personal vehicles must be pre-authorized in writing by FASEB SRC Office personnel. The total mileage cost to drive to/from the conference location must be less than the cost of round-trip economy airfare to/from the same destinations FASEB calculates reimbursable mileage per the IRS current per mile rate of 53.5 cents/mile. FASEB will not reimburse excessive parking fees, gas, tolls, and valet.

NON-ELIGIBLE EXPENSE CLAIMS:

INCIDENTALS/PERSONAL EXPENSES: Personal expenses or incidentals such as tips, movies/entertainment, internet connection charges, local or long distance phone calls, business center charges, valet, travel insurance, safety deposit box rental, or laundry service are not eligible for reimbursement.

MEAL EXPENSES/PER DIEM: FASEB cannot reimburse expenses for meals during travel. The rule exempts meals that are already a part of the conference registration.

FEDERAL EMPLOYEES: FASEB SRC speakers/session chairs, who are also federal employees, are aware that they may not solicit payment of travel expenses from FASEB, a non-federal source. Additionally, federal employees understand that any reimbursement of travel, subsistence and related expenses related to their participation as a speaker in the FASEB SRC must be done in accordance to the travel regulations of his/her respective federal agency.

RECEIPTS: Speakers will attach their receipts as a single merged PDF file in the speaker reimbursement claim form.

CHANGE NOTIFICATION TIMELINE: Invited Speakers/Session chairs will be notified about the approval/denial of their reimbursement immediately after the conference organizers decide on the final reimbursement amounts. FASEB will notify speakers of their reimbursement two (2) to four (4) after the end of the conference. FASEB may not consider any claims received after the volunteer organizers have made their reimbursement allocation decision. FASEB will not distribute reimbursements beyond the SRC calendar year.