



SPEAKERS EXPENSE REIMBURSEMENT POLICY

As a nonprofit educational institution, the Foundation strives to hold down registration fees to enable as many people as possible to attend. Absent extenuating circumstances, the Foundation usually expects speakers, panelists, and moderators from firms and for-profit companies to cover their own travel expenses. Our travel reimbursement budget is generally used for reimbursing travel expenses for speakers from academia, government, and nonprofit organizations, to the extent their organizations are unable to cover travel expenses.

If you are from a firm or for-profit company and selected as a speaker, panelist, or moderator but are unable to cover your travel expenses, please contact Executive Director Alex Ritchie at aritchie@rmmlf.org or (303) 321-8100. The remainder of this policy relates to those who will have some or all of their travel expenses reimbursed.

1. **Registration** for the course is complimentary for speakers, who are encouraged to stay and enjoy the entire program.
2. **Travel expenses.** If you or your employer/firm are unable to cover your travel expenses, the Foundation is able to reimburse limited travel expenses for one speaker per paper, and for co-speakers, panelists, and moderators if invited from different companies or firms. We regret that we are unable to cover the expenses of co-authors.

The Foundation can cover only the costs outlined below. Meals and incidental expenses are not covered except in extreme circumstances. Please request a Speakers' Expense Voucher for any reimbursement requests, and attach original receipts for all expenses for which you seek reimbursement.

- **Transportation**

- **Air** – Single, domestic (U.S. and/or Canadian) roundtrip airfare at 30-day advance, discounted, economy rates. Tickets purchased at a higher price will be reimbursed only at the above discounted rate. Airport-hotel transportation, parking, and/or rental cars will also be reimbursed up to a total of \$50.
- **Driving** – Alternatively, reimbursement is at the IRS-approved mileage rate if driving, not to exceed the advance purchase, discounted economy airfare above.
- **Hotel** – Single/double room expense for up to two nights at the Foundation's conference hotel. Hotel room reimbursement will not exceed the Foundation's contracted room block rate plus tax (see program brochure for details). Hotel reservations in the Foundation's room block are the responsibility of the speakers, and should be made as soon as possible (if with government, please request the government rate).



SPEAKERS EXPENSE VOUCHER

Please **ATTACH ORIGINAL RECEIPTS** and submit to the Foundation before December 1.

HOTEL
Single/double room rate
for a maximum of 2 nights.

Incidentals such as phone,
internet, meals, movies,
laundry & valet services
are NOT covered.

HOTEL:

_____ nights @ US\$_____ plus tax = \$ _____ US
(2 max, not to exceed RMMLF negotiated discounted rate)

TRANSPORTATION
Travel between home city
and the location of the
course, not to exceed the
30-day advance discounted
economy domestic airfare.

For other expenses, contact
Melissa Magee
(mmagee@rmmlf.org) or
Mark Holland
(mholland@rmmlf.org)

TRANSPORTATION:

A. 30-day advance discounted economy domestic airfare
between _____ [city] & course location. = \$ _____ US

- OR -

Mileage: _____ miles from _____
to the location of the course, not to exceed the 30-day
advance discounted economy domestic airfare above = \$ _____ US

B. Other travel expenses (shuttle, taxi, parking)
not to exceed \$50 = \$ _____ US

LESS:

Any amount that you and/or your company or firm are
able to cover = \$ (_____) US

Name on the check - Individual **OR** Company (please print)

Mailing Address for the reimbursement check

City, State, Zip, Country

TOTAL:

\$ _____