



8th Annual Scientific Meeting
21-23 February 2012
Washington DC

Expense Reimbursement Policy for Speakers at ISCTM-Sponsored Meetings

The following guidelines will apply to ISCTM invited speakers for reimbursement for incurred expenses, which are directly related to participation in the meeting. In general, Working Group Dinner Chairs receive waived registration fees, but no travel or lodging reimbursement.

A. Registration Fees

Invited speakers shall have their registration fees for the meeting waived.

B. Travel Expenses

B.1 Policy for Speakers from Industry

The standard practice for all ISCTM meetings is that speakers from industry, for example, multi-national pharmaceutical companies and contract research organizations, will be asked to have all of their travel expenses related to their attendance at the meeting covered by their company. These will include airfare, hotel room, ground transportation, meals, and other miscellaneous expenses.

If an invited industry speaker-participant is unable to cover their expenses through their company's budget, the ISCTM Secretariat should be contacted to discuss alternative options.

B.2 Policy for Speakers from Academia, Regulatory Agencies and Other Non-Industry Organizations

Because of the particular value that the Society places on attendance of speaker-participants from these groups and because of the customarily more stringent resource limitations placed upon them, the Society policy for reimbursement shall customarily be the following:

- **Airline Tickets:**

- Speakers will be reimbursed for an Economy (non-refundable) ticket.
- Reimbursement for a business-class ticket will be given for international travel if any segment of the travel contains a flying time six or more hours in duration.
 - **Prior to purchase of a business fare ticket**, itineraries including price must be submitted to the ISCTM for approval.
- All airline tickets should be purchased far enough in advance of travel to take advantage of lower fares.
- Increased fares or penalties resulting from a change in the ticket after purchase will not be covered by ISCTM.

- **Hotel Room:** Standard hotel room and room taxes will be covered by ISCTM for up to one night more than the duration of the ISCTM meeting, provided speaker attends portions of meeting when not speaking. If overseas travel necessitates an additional night, ISCTM will cover.
- **Meals:** Additional expenses for food will be reimbursed, to a maximum of \$100 per day. **Original ITEMIZED receipts for meals over \$25.00 will be required.** *Note: There will not be reimbursements issued for food purchased at times when a meal has been provided by ISCTM as part of the meeting.*
- **Ground Transportation:** Ground transportation directly related to the speaker's attendance at the meeting is reimbursable. Original receipts will be required.
- **Items Not Covered:** Other expenses incurred during the speaker's attendance at the meeting, for example, telephone calls, internet access charges, faxes, business office expenses, tips, laundry/dry cleaning service, etc., will not be reimbursed.

Because the speaker's participation in discussions related to topics addressed at its meetings is critical to the success of the Society's goals, there is an expectation that speakers for whom the Society pays travel expenses will participate for the full duration of the meeting. If you are unable to attend the full meeting, please advise the Secretariat.