



## **Expense Reimbursement Policy for Speakers at ECNP/ISCTM-Sponsored Meeting**

The following guidelines apply to: Plenary session speakers and session chairs. Reimbursement is given for incurred expenses which are directly related to participation in the meeting. If at all possible, please submit expenses within 30 days of close of meeting.

### ***A. Registration Fees***

Registration fees for the meeting are 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.

*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 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:

- **Travel:** Speakers are expected to make arrangements enough in advance of travel dates to take advantage of lower fares.
  - By Air
    - Economy (non-refundable) airfare will be covered.
    - For international travel from the US to Copenhagen, if any segment of the travel contains a flying time more than six hours in duration, Economy plus airfare will be covered. (Itinerary for economy plus fares **must be submitted to ISCTM for approval prior to purchase**).
    - All airline tickets should be purchased far enough in advance of travel to take advantage of lower fares. Late purchase tickets resulting in significant increase in fare, may only be reimbursed up to amount of 21- day advance purchase price.
    - Increased fares or penalties resulting from a change in the ticket after purchase will not be covered by ISCTM.
  - By Train or Car
    - By Train – 2<sup>nd</sup> class fare is covered.
    - By Car – reimbursed at \$.55/mile / .25€/kilo plus tolls
- **Lodging:** Standard rate hotel room and room taxes at the host hotel will be covered by ECNP and / or ISCTM for up to two nights, provided speaker attends portions of meeting when not speaking. Additional night will be covered if overseas travel necessitates.
- **Meals:** Meals on travel days will be covered up to \$50.
- **Transfer ground transportation will not be covered for this meeting.**
- **Miscellaneous Expenses:** 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.
- **Payment:** Payment is made by check in USD. If payment by wire transfer is preferred, fees will be deducted from the reimbursement.

*Because the speaker's participation in discussions related to topics addressed at its meetings is critical to the success of the Society's goals, we encourage speakers to participate for the full duration of the meeting. If you are unable to attend the full meeting, please advise the Secretariat.*