

SPEAKER REIMBURSEMENT POLICY

ASSH/ASHT Electives in Hand Surgery

February 5-6, 2010 * Intercontinental New Orleans

ASSH reimburses as follows:

Airfare – ASSH will reimburse airfare up to 150% of lowest coach class (Y class), round trip directly from home to meeting site. The use of 21 day advance purchase Y class tickets is expected, except under unusual circumstances. Change fare fees will only be reimbursed if disclosed in advance and terms are agreed upon by the ASSH.

Housing - Single-occupancy rate in the designated facility from the evening prior to the first full day of the meeting to the morning of the last day. This may be altered if transportation considerations conflict with this requirement. To add additional nights out-of-pocket please include note with housing request.

Meals - Reimbursed **ONLY** if ASSH is not sponsoring a food and beverage event. Expenses **must** be documented by original receipts or hotel bill.

Ground Transportation - To and from the facility and home; if ground transportation is not available to and from the facility, car rental is permitted and reimbursed only for the above use. Please document expenses with original transportation and parking receipts.

Reimbursement forms will be accepted up to sixty days after the close of the meeting. No reimbursements will be made after that date. Exceptions to standard reimbursement policy must be approved in advance; contact the ASSH Central Office in writing at droesmann@assh.org.

Keep This For Your Records