

NSLHA Policy for Reimbursement of Convention Presenters

Revised: 11 September 2009 (last revised 24 June 2006, 1 Feb 1985, 30 September 2009)

*****NSLHA will pay NE taxes for out-of-state presenters, approved at the 3-31-07 Ex. Brd. Meeting*****

- I. **Invited Presenter (IP).** IPs are chosen for their expertise, speaking ability, and relevance to the NSLHA membership interests and convention themes. The Convention Committee determines the topic of the IP's presentation and no products may be offered for sale during the IP session. Travel expenses are reimbursed upon actual costs and should reflect the greatest advantage to NSLHA and the IP in terms of time and money.
 - a. Convention registration: No meeting registration fee is assessed if only presenting. IP's who present and also stay and attend CEU sessions will pay 50% of the registration fee.
 - b. Ground Transportation: NSLHA will pay expenses related to ground transportation to and from the airport or origin, as well as arrival and departure from the convention hotel. For out of state travel, reimbursement will be made at the lesser of round trip coach airfare or current NE mileage rate. Bus and rail travel are authorized within the same guidelines. All reimbursements must be accompanied by receipts. If driving a personal vehicle from point of origin, NE statutory allowance will be reimbursed roundtrip from point of origin to convention.
 - i. NSLHA members providing ground transportation for IP's are eligible for mileage reimbursement when previously authorized (e.g., if not already attending convention or if route is out of the way to convention from point of origin) based on the NE statutory allowance.
 - c. Airfare: NSLHA will reimburse for round trip fares from the IP's point of origin to the convention only. For IPs wishing special airline or routing that results in higher than the lowest fare available, NSLHA will reimburse for the quoted lowest fare only. Travel/Flight plans need to be made 60 days prior to convention date. Fees related to changes in travel plans not initiated by NSLHA will be the IP's responsibility. Travel related expense for IPs outside North America is considered by the Convention Committee only on a case-by-case basis.
 - d. Expenses: Lodging is negotiated by NSLHA and reimbursed for 1 night per each day presenting. An additional day may be reimbursed when flight scheduling requires it, upon prior authorization. IP's who are finished presenting by 12:00pm, but chose to stay for CEU's and require an extra night stay will be responsible for that night's lodging. NSLHA is unable to reimburse a stay at an alternate hotel arranged by the IP. Meals will be reimbursed from the time of the first flight until the speaker returns home. Reasonable expenses for gratuities will be reimbursed for fees &/or tips given for "porters, baggage carriers, bellhops, hotel maids, etc." NSLHA does not reimburse alcoholic beverages, phone calls, in-room movies, rental of in-room equipment, laundry service, room service, rental cars, handouts not provided by submission deadline, travel to a third city for non-convention business, or any expenses incurred for the purchase of any form of personal entertainment or personal services.
 - e. Honoraria: Determined by the IP and Convention Committee based upon available funds and current fees, paid upon completion of presentation.
 - f. Reimbursement: An *Expense Reimbursement Form* will be provided by NSLHA and must be completed for all reimbursements except the Honorarium. All expenses incurred must be substantiated by original receipts or bills.

- II. **Instate Presenters.**
 - a. Convention registration: Instate Presenters will pay 50% of the registration fee.
 - b. Ground Transportation: NSLHA will pay expenses related to ground transportation, if driving a personal vehicle, from point of origin to and from convention at the current NE mileage rate.

- III. **Call for Posters (CP).**
 - a. Convention registration: CP's will receive a 50% discount on meeting registration fees. This discount is based on the fee that is applicable at the time of registration (member vs. non-member, etc.)