



# NANT SPEAKER EXPENSE REIMBURSEMENT GUIDELINES

## REIMBURSEMENT POLICY

Speakers invited to make a presentation for either a general or concurrent session shall have their travel and one night's lodging expenses paid for each day the individual is a scheduled speaker. Such reimbursement by NANT shall not exceed \$700.

## AIR TRAVEL

All air travel arrangements are the responsibility of the speaker. NANT is not responsible for making flight reservations.

To receive reimbursement, the most economical coach service must be used for all NANT-related travel. Reservations **must** be made in enough time prior to the trip to obtain the most economical fare; NANT asks that reservations are made at least 3 weeks prior to the meeting date. Any increased airfare costs incurred as a result of the traveler not making timely reservations will not be reimbursed by NANT. This guideline is imperative in order for NANT to receive the most significant cost savings.

## HOTEL

You **must** notify the NANT office of your arrival and departure date for the Symposium. They shall make the reservations for you at the headquarters hotel. NANT will be glad to make your room reservations for the duration of your stay; however, NANT will only cover the night(s) necessary for your presentation. NANT assumes no responsibility for hotel arrangements that are not in this manner. All incidental expenses are the responsibility of the speaker, and shall be paid for by the speaker at the time of departure from the hotel. If any of these expenses fall within these guidelines, the original copy of the hotel invoice should be submitted with these expenses highlighted. NANT reserves the right to ask speakers to share a room with another speaker.

## RELATED TRAVEL EXPENSES

*Car rental for personal use while in Las Vegas will not be reimbursed.* Mileage will be reimbursed for personal vehicle used to travel between your home and the airport. Mileage will be reimbursed at the current IRS rate. *Taxis, buses, shuttles, and airport parking* are all allowable expenses reimbursed by NANT. Please include them on your expense report. *Incidental charges* such, as tips for baggage and to maids will be reimbursed at a rate not greater than \$5.00 per day.

## EXPENSE REPORTING

A complete expense report should be filed as soon as possible after the Symposium, but no later than **30 days after the Symposium.** Reports not received by that date may not be accepted for reimbursement. In all cases of expense reporting, the NANT treasurer will have the responsibility of questioning all expenses that appear excessive or unreasonable.

# SPEAKER EXPENSE FORM

Please return this form by 26 April 2016

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Name

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Mailing Address to which check is to be sent

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City

State

Zip

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Phone

Fax

E-mail

Travel Expenses

\$ \_\_\_\_\_

Hotel Room

\$ \_\_\_\_\_

*if not billed to Master Account*

Other Expenses

Please explain:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses**

**\$ \_\_\_\_\_**

Expense reimbursement is limited to \$700. For more information, please refer to the Speaker Expense Reimbursement Guidelines.

Receipts are required for all expenses exceeding \$25.00.

Mileage will be reimbursed at the current IRS rate.

I certify that this expense statement is accurate to actual and necessary business expenses, and request such reimbursement to which I am personally entitled.

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Signature

Date

Please return this form **WITH RECEIPTS** by 26 April 2016 to:

**NANT**  
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