

SUNA

Policy

No: 60-201

Subject: Annual uroLogic Conference Faculty/Presenter Expense Reimbursement –ONLY

Review Responsibility: Treasurer

Date Written: April 2003

Reviewed:

Revised: June 2018

Faculty expenses will be covered ONLY when in compliance with policy 60-200.

Failure to comply with policy 60-200 will result in faculty NOT receiving honoraria.

Expense reimbursement/coverage will be as follows:

1. **Travel**

Round trip economy, 21-day advance purchase airfare to/from the faculty's home city and the site of the conference, plus ground transportation between the airport and the conference hotel and airport parking in the faculty's home city not to exceed \$500.* Any general or concurrent sessions with multiple speakers will divide the travel expense allowance. Approved number of speakers for preconference sessions will receive travel reimbursement.

OR

The current IRS mileage reimbursement rate, if driving, to/from the faculty's home city and the site of the conference including parking, not to exceed \$500.* General or concurrent sessions with multiple speakers, the reimbursement will be compensated accordingly. Approved number of speakers for preconference sessions will receive travel reimbursement.

2. **Lodging**

One night hotel accommodation will be covered in a concurrent, or general session. Approved number of speakers for preconference sessions will receive one-night hotel accommodation. *

3. **Conference Registration**

Faculty will receive complimentary registration for the day of their lecture ONLY.

4. Proper form filled out completely and faxed with receipts to National Office within one month after conference.

*Receipts are required "Note: meals are not included".