

AAPS REIMBURSEMENT GUIDELINES FOR WORKSHOPS AND THEMED MEETINGS

REGISTRATION AND TRAVEL EXPENSE REIMBURSEMENT GUIDELINES:

1. AAPS should esteem the participation of individuals who are not members of AAPS and are invited to participate at an AAPS program event by providing expense reimbursement. If non-AAPS members are willing and able to provide their own travel expenses, then they should do so.
2. AAPS esteems and is honored to have its own members participate in AAPS sponsored events. AAPS will reimburse all speakers (see #5,6 & 8 for restrictions) up to \$1000. If AAPS members are willing and able to provide for their own travel expenses, they are encouraged to do so as supportive proponents of the association. If they are unable to do so, then AAPS will provide reimbursement of their travel expenses.
3. Reimbursement of travel expenses are limited to reasonable and customary expenses that occur over the minimum amount of travel time necessary for the individual to participate in the AAPS Program Event. For example, speakers at an AAPS symposium held on one day receive reimbursement for round trip coach airfare (with a minimum 21-day advance purchase required), two nights of hotel lodging, meals for two days, and local ground transportation. For multiple day events, the reimbursement period will cover the expenses for the duration of the individual's participation and associated travel days.
4. Cost savings are encouraged. If real cost savings can be realized by a modified travel plan, such as a longer stay (e.g. staying over on a Saturday night giving a substantial airfare reduction), then any additional expenses (hotel, meals) associated with the reduced total expenses will be reimbursed (not to exceed the \$1000 reimbursement amount). In all cases the total expenses must be less than the full fare without the economic advantage. Prior notification and approval from the AAPS Meetings Department for such travel arrangements are required.
5. Sessions designed for co-presenters must follow the definition of a Speaker. Speakers must contribute at least 30 minutes to the program. Therefore, co-presenters for a specific session must each participate for 30 minutes (e.g., each presenter speaks for 15 minutes and participates in a panel discussion for 15 minutes).
6. Certain AAPS Program Events (such as invited podium sessions, round table discussions, and open forum discussion session) are not considered to qualify for complimentary registrations (except to that specific AAPS Program Event) or reimbursement of travel expenses. The main thrust of these events is to either expand the scope of participation in an AAPS event (such as invited podium sessions) or provide a place where timely topics can be discussed among the attendees at an AAPS meeting (e.g. round table and open forum discussions). Although such program events sometimes include invited participants, these Program Events are not considered to have the same fundamental

impact, length of participation, scope, and depth as the traditional types of programming and therefore, as such, do not qualify to participant reimbursement. Any exceptions must be approved by the AAPS Executive Director.

7. A complimentary registration to the entire AAPS Meeting is provided to any invited speaker (see #5,6 &8 for restrictions) and key leaders. The Chair(s) may give up to five complimentary registrations as they see necessary. The chair(s) may provide these complimentary registrations to any and all co-chairs and to members of the planning committee based on financial need and amount of work performed in finalizing the program.
8. A moderator of a symposium or other AAPS Program Event is not eligible for a complimentary registration to the AAPS Meeting or expense reimbursement. However, if their level of participation in the AAPS Program Event constitutes them as a speaker (see Speaker Definition), then they may receive a complimentary registration and their expenses may be reimbursed subject to other recommendations and limitations of these guidelines.

Short Course moderator(s) and organizer(s) will receive a complimentary registration to their respective Short Course. They are not eligible for a complimentary AAPS Meeting registration or expense reimbursement.
9. Costs associated with travel are done by a reimbursement system. Travel and expenses must occur before the reimbursement can be provided except under very special pre-approved circumstances.

Expense Reports:

Reporting of all travel expenses must be completed in a timely fashion and must include appropriate documentation of all expenses incurred. An expense report form is available from the AAPS. A suitable document that clearly itemizes the date, amount, and source of each expense and expense category is an acceptable alternative to the AAPS expense form. In either case, the expense report should clearly list the total for all expenses to be reimbursed. Verified receipts for each expense must accompany all reports.

Standard practice should be to file an expense report with the AAPS staff no later than 3 weeks after the end of the AAPS Program Event. Expense reimbursement requests more than 6 months old **may not** be processed and reimbursement requests received after more than one year **will not** be processed.

When reimbursement of travel expense has already been given to the participant by another organization or an institution, it is the responsibility of the individual to clearly indicate this fact on the expense report and to indicate to whom a reimbursement check should be written.

Definitions:

AAPS PROGRAM EVENT:

Single events either live or electronic that cannot be logically divided into any smaller entity such as an AAPS Symposium, Workshop, Short Course, or Conference. Individuals are invited by AAPS program organizers to participate in such a single event.

AAPS MEETING:

A composite collection of all AAPS Program Events that make up the entire program such as a Themed Meeting. This may be either one event (e.g. Workshop) or a combination of sequential or concurrent events (e.g. Themed Meeting).

SPEAKER:

A speaker is an individual who is invited to contribute to an AAPS Program Event by being the main focus of the event for at least 30 consecutive minutes or has a combined participation in a single AAPS Program Event of at least 30 minutes (e.g. 15 minute presentation and 15 minute panel discussion).

PARTICIPANT:

(See Speaker). An individual who contributes to an AAPS Program Event (such as a speaker, key leader or chairperson) and who may be eligible for a complimentary registration or expense reimbursement.

MODERATOR:

An individual who participates in an AAPS Program Event by introducing speakers and moderating panel discussions, however is **not** responsible for a prepared presentation. A moderator is not entitled to a complimentary registration or any expense reimbursement (Short Course Moderators receive a complimentary Short Course registration, but no expense reimbursement).

KEY LEADER:

An individual who participates in an AAPS Program Event by leading a discussion session and summarizing the results from that session in a written and/or verbal format. A key leader will receive a complimentary registration but no expense reimbursement. AAPS will provide no more than 10 Key Leaders with a complimentary registration.

CHAIRPERSON:

An individual who organizes an AAPS Meeting and has ultimate responsibility for the program content and supervision of the Planning Committee. Chairpersons should be limited to 3 co-chairs.

ATTENDEE:

An individual who attends an AAPS Meeting or Program Event but is not defined in these guidelines as a participant.

REGISTRATION:

The fee imposed on attendees for a specific AAPS Meeting.

EXPENSE REIMBURSEMENT:

The cost of reasonable and customary expenses of travel to an AAPS Program Event which is paid to the individual or organization (under certain circumstances) who, or that, incurred the expense.

HONORARIUM:

A monetary gift given to an individual, above and beyond any travel expenses, that are provided as an incentive or thank you for their participation.

EXPENSE REPORT:

A detailed listing of all expenses incurred during travel that is divided into appropriate expense categories and supported with receipts for each expense.

AAPS STAFF:

Full time employees of the AAPS who work in the AAPS office and headquarters in Arlington, VA.

Honorarium:

It is the general position of AAPS that a monetary honorarium for speaking or participating at an AAPS Program Event is not given, except in the following instances.

Short Courses not held in conjunction with the AAPS Annual Meeting

In general, Short Course speakers will actively participate in this AAPS Program Event for an entire day. To acknowledge the level of commitment required for this type of AAPS Program Event, an honorarium will be provided.

Electronic Educational Offerings

Speakers for these types of AAPS Program Events are often required to dedicate additional time and effort beyond their basic presentation. To acknowledge the level of commitment required for this type of AAPS Program Event, an honorarium may be provided.

If a Program Event participant should request an honorarium (outside of the listed exception), it is the clear policy of the association that such a request will **not** be honored.

SPECIFIC EXPENSE REIMBURSEMENT GUIDELINES:

Airfare

AAPS Program Event participants requesting reimbursement for airfare will be required to purchase their tickets at least 21 days in advance of their departure date to receive associated discounts for early purchase. Participants not abiding by this policy may not be reimbursed for the difference in cost between their ticket and the same ticket bought 21 days in advance. At all times, AAPS Program Event participants will be encouraged to keep their airfare costs as reasonable as possible.

For domestic flights, AAPS will only reimburse coach fares. Additional costs for business class or first class tickets are the responsibility of the participant. For international flights, AAPS will reimburse coach fares and may, with prior approval, reimburse business class fares depending on travel distance and ticket price. Additional costs for first class tickets are the responsibility of the participant.

AAPS Program Event participants may be asked to book their flights through a specified travel agent or keep the airfare expense below the fare available through such an agent.

Reimbursement of expenses beyond the maximum permitted by these schedules will require approval of the AAPS President, Treasurer, Executive Council, or AAPS Executive Director.

Personal Automobile or Alternative Transportation

If travel to an AAPS Program Event is done using the participant's automobile or a rental car, the expenses for this transportation will be reimbursed at the current usual and customary per mile rate (for personal auto) or reimbursement of rental car expenses. Expenses for other forms of alternative transportation (bus or train) to the AAPS Program Event can also be reimbursed. In any case, the maximum automobile or alternative transportation expense cannot exceed that permitted for round-trip airfare reimbursement.

Hotel or Lodging

AAPS Program Event participants may submit receipts for lodging expenses for reimbursement for amounts up to the limit of the maximum hotel registration costs for AAPS that are published in association with the AAPS Program Event. AAPS **will not** reimburse lodging expenses above and beyond these typical hotel rates. Incidental expenses such as laundry, telephone calls, movies, or entertainment will not be reimbursed. The reimbursement will only cover lodging for the period of nights that the participant is active in the AAPS Program Event plus one night for travel (after arrival or before departure). On occasion, a complimentary (no charge) room may be available and provided to AAPS Program Event participants in which case there would be no reimbursement for lodging expenses.

Meals

For meals that are not provided in association with the AAPS Program Event, the participant may receive reasonable reimbursement of meal expenses.

Miscellaneous Expenses

Other reasonable and customary expenses such as ground transportation (e.g. taxi cab, shuttle) or parking will be reimbursed. Expenses for a rental car will generally **not** be reimbursed unless it can be shown that use of a rental car reduced the total expenses associated with ground transportation used in association with the AAPS Program Event.

Capped Reimbursement

In all cases where a maximum reimbursement amount has been set for the participant, AAPS will not reimburse any expenses (even those considered reasonable and acceptable as outlined above) over this maximum amount. Participants will be notified of this maximum reimbursement amount at the time they receive their speaker kits.

Number of Speakers

Speaker reimbursement budget amounts for specific AAPS Program Events are based on the average number of speakers normally used for each of these events. If more than this number of speakers is used for any AAPS Program Event, the number of speakers being reimbursed may have to be limited or the amount of reimbursement for speakers may need to be capped to accommodate all the speakers requesting reimbursement. The normal number of speakers for each event is listed below:

Symposium (per half day)	3-6
Short Course (per day)	2-6
Workshop (per day)	8-10
Roundtable (per half day)	1-2

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¹ Guidelines approved 04/99. Document updated 5/03