

SCCE & HCCA Conference Speaker Reimbursement Eligibility Policy

In order to qualify for reimbursement, a speaker must meet the criteria for eligibility as outlined below:

Eligible	Non-Eligible
<p style="text-align: center;">In-House Compliance Professionals In-House Attorneys Full Time Professors Government Employees</p>	<p style="text-align: center;">Individuals who provide professional services: Vendors Consultants Attorneys in private practice/Law firms</p>

The conference fee is waived for all speakers, but reimbursement is only for individuals who can provide proof of eligibility (*see table above*).

**Please note the following:**

Reimbursable	Non-Reimbursable
<p><b>Mode of Transportation (\$750 Maximum)</b></p> <p>Flying*</p> <ul style="list-style-type: none"> <li>- Booked at least 21 days in advance (purchase date must show on receipt)</li> <li>- Fly coach class</li> </ul> <p>* Agent fees and fees to guarantee a seat assignment are reimbursable, as long as total fees do not exceed the \$750 maximum allowed</p> <p>Train or Bus</p> <p>Driving</p> <ul style="list-style-type: none"> <li>- Parking covered only for those driving from original destination</li> <li>- Mileage based on IRS Approved Rates, must include map showing total mileage from starting point to end point</li> </ul> <p>-----</p> <p><b>Taxi/Hotel Shuttle</b> – To and from airport (gratuity maximum 20%)</p> <p><b>Lodging</b></p> <ul style="list-style-type: none"> <li>- One night at the conference hotel for each day the speaker presents/co-presents</li> <li>- Reimbursements issued based on a standard, single-occupancy room, covering room, resort fee and tax costs only at conference group rate</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>- 2 days of parking fees at airport, bus or train station are eligible for reimbursement for each day you are speaking</li> <li>- First checked bag</li> </ul>	<ul style="list-style-type: none"> <li>- Flight changes</li> <li>- Additional fees by airlines such as an early board options, or internet.</li> <li>- Flights not booked at least 21 days in advance will not be reimbursed unless pre-approved by an association representative.</li> <li>- 1<sup>st</sup> class/upgrade travel is not reimbursed even if the ticket is cheaper than a regular priced ticket (if you choose to book a first class ticket, you must provide documentation for what coach fare is for the same exact flight, same travel days, same airline and same day of actual ticket purchased).</li> <li>- Lodging amounts exceeding the contracted group rate</li> <li>- Rental cars</li> <li>- Meals</li> <li>- Personal Expenses</li> <li>- Traveler’s Insurance</li> <li>- Hotel parking fees unless driving was your original mode of transportation.</li> </ul>

All SCCE & HCCA speakers must submit itemized, dated receipts showing method of payment for all expenses being submitted for reimbursement. If itemized dated receipts showing method of payment are not available, SCCE & HCCA will need a written explanation along with any documentation available to support the reimbursement amounts requested.

SCCE & HCCA reserves the right to review all reimbursement requests and adjust reimbursement amounts in accordance with this policy. Subject to approval by SCCE & HCCA, reimbursements will be distributed upon receipt of the signed reimbursement policy, reimbursement form and supporting documentation. All reimbursement requests must be submitted within 30 days post conference for reimbursement.

I have read, understand, and agree to comply with the SCCE & HCCA reimbursement policy, regardless of my eligibility for reimbursement as detailed above. I also certify that I will not submit expenses for reimbursement that I will submit to my employer or another 3<sup>rd</sup> party.

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Signature

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Date