

**SCCE & HCCA In-Person Conference Speaker  
Reimbursement Eligibility Policy (Revised 7/26/2023)**

*\*Please note for SCCE & HCCA Regional Conferences we do not reimburse speakers. All Speakers at SCCE & HCCA In-Person Conferences (outside of Regionals) are eligible for reimbursement for one night of lodging at the conference hotel (not to exceed the conference rate, plus taxes) for each day the speaker presents/co-presents, as outlined in the “reimbursable” policy listed below.*

In order to qualify for reimbursement beyond hotel lodging, a speaker must meet the criteria for eligibility as follows:

<b>Eligible</b>	<b>Non-Eligible</b>
In-House Compliance Professionals In-House Attorneys Full Time Professors Government Employees Retired from Active Employment *	Individuals who provide professional services: Vendors Consultants Attorneys in private practice/Law firms * Speakers for Regional Conferences

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

\*SCCE & HCCA speakers who are retired from active employment and not receiving more than 500 compensated hours per year.

<b>Reimbursable</b>	<b>Non-Reimbursable</b>
<p><b>Mode of Transportation</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 or lowest class permitting seat selection</li> <li>• Fare, agent and seat selection charges not to exceed \$750</li> </ul> <p>Flying – International trips involving 8 or more hours of flight time</p> <ul style="list-style-type: none"> <li>• Booked at least 28 days in advance (purchase date must show on receipt)</li> <li>• Fly coach class or lowest class permitting seat selection</li> <li>• Fare, agent and seat selection charges not to exceed \$1,500</li> </ul> <p>Train or Bus not to exceed amounts listed above</p> <p>Driving of Personal Vehicle</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><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 (plus one additional night if air travel to conference involved 8 or more hours of in-air flight time)</li> <li>• Reimbursements issued based on a standard, single-occupancy room, covering room, resort fee and tax costs only at conference group rate and booked within official conference hotel(s) room block.</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 change fees</li> <li>• Additional fees by airlines such as for preferred seating, internet and other in-flight purchases.</li> <li>• Flights not booked at least 21 days in advance will not be reimbursed unless pre- approved by an association representative, prior to booking.</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>• Airline or travel miles</li> <li>• Lodging amounts exceeding the contracted group rate and/or not booked at the host conference hotel(s)</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>

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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 of event conclusion, late submissions will not be honored.**

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 third party.