

**SCCE & HCCA In-Person Conference Speaker  
Reimbursement Eligibility Policy  
(Revised 6/2024 – Effective for conferences after April 1, 2025)**

\*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, as outlined in the “reimbursable” policy listed below.

To qualify for reimbursement, 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 travel reimbursement is only for individuals who can provide proof of eligibility (see table above).

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

<b>Reimbursable</b>	<b>Non-Reimbursable</b>
<p><b>Reimbursement includes 1 night of lodging at designated conference hotel(s), plus up to a maximum of \$500 for travel expenses.</b> One additional night of lodging, and up to an additional \$500 may be approved for travel to the conference that involves 8 or more hours of in-air flight time.</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. 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>Items eligible for travel expense reimbursement (maximums indicated above) include:</b></p> <p><b>Modes of Transportation</b> Flights, Train or Bus</p> <ul style="list-style-type: none"> <li>Tickets must be booked/purchased at least 21 days in advance (purchase date and method of payment must show on receipt)</li> <li>Fly coach class or lowest class permitting seat selection</li> </ul> <p>Driving of Personal Vehicle</p> <ul style="list-style-type: none"> <li>Up to 2 days of Parking covered only for those driving to conference location</li> <li>Mileage and Tolls, must include map showing total mileage from starting point to end point (mileage based on IRS approved rates)</li> </ul> <p><b>Taxi/Lyft/Uber/Hotel Shuttle – To and from airport (gratuuity maximum 20%)</b></p> <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>Transportation 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>Travel booked using Airline or travel miles or points and other cash/credit awards issued by airlines, credit card companies, hotels or similar.</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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When booking travel, SCCE & HCCA expects that speakers will exercise discretion and good business judgment with respect to those expenses.

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.