

2026 AAPS Speaker Travel and Reimbursement Policy
PharmSci 360
New Orleans, LA | October 25-28, 2026

AAPS recognizes that volunteer time and contributions are vital to the organization’s success and highly values the leaders who advance Science, Careers, and Community through participation in AAPS meetings.

AAPS is unable to provide full travel reimbursement and complimentary, full conference registrations to all volunteers. However, AAPS does provide limited, supplemental travel support to encourage participation in advancing the organization’s mission. **Only AAPS Staff can approve and allocate funding for travel expense reimbursement in accordance with AAPS Board-approved policies and budgets.**

Speakers are encouraged to first seek other sources of funding for the costs of attending the conference as much as possible in order to minimize budgeted expenses to the association and its members. In addition to compliance with this policy, good judgment and prudent spending are expected of all speakers who are reimbursed under this policy.

Definition of a Speaker

For the purposes of this policy, speakers are individuals who prepare a formal presentation and speak for 30 minutes or more during the event. Registration and travel allotment eligibility is based on this definition.

Registration, Hotel & Travel Reimbursement Overview

Those serving in the following roles will receive:

Role	Registration	Eligible for Travel Assistance
Scientific Programming Committee Chair, Vice Chair and Past Chair	Complimentary Full Conference	Yes
Scientific Programming Committee Track / Sub-Track Leaders	Complimentary Full Conference	No
Plenary	Complimentary Full Conference	Yes
Keynote	Complimentary Full Conference	Yes
Symposia	\$750 Discounted Full Conference rate or Complimentary 1-day pass	Yes
Hot Topics	\$750 Discounted Full Conference rate or Complimentary 1-day pass	Yes
Executive Track	\$750 Discounted Full Conference rate or Complimentary 1-day pass	Yes
Symposia and Hot Topic Moderators	\$750 Discounted Full Conference rate or Complimentary 1-day pass	No
Rapid Fire Speakers and Rapid Fire Moderators	25% off Full Conference Rate	No
Partner Sessions	\$750 Discounted Full Conference rate or Complimentary 1-day pass	No
Community Leader	No discount applied	No

Registration

There are three options for discounted speaker registration:

	Option 1	Option 2	Option 3
Registration	\$750 Full Conference registration. <i>Attend all four days at a discounted rate.</i>	1-day, complimentary Full Conference registration. <i>Attend on the day of your presentation only.</i>	Complimentary Full Conference registration without hotel/travel support. <i>Ideal for government representatives who cannot accept hotel/travel reimbursement.</i>
Travel Allotment	Per policy	Per policy	None

This registration is non-transferable and does not include optional add-on activities. **Individuals speaking and/or moderating on multiple days must select Option 1 or Option 3 above. AAPS does not offer multiple one-day passes.**

Hotel & Travel Reimbursement

Individuals serving in the following roles who select registration option 1 or 2 above may receive limited travel expense reimbursement in accordance with the policies below:

- Scientific Programming Committee Chair, Vice Chair and Past Chair
- Plenary
- Keynote
- Symposia
- Hot Topic
- Executive Track

Reimbursement of hotel and travel expenses are limited to the following:

Hotel/Lodging

AAPS reimburses speakers for a standard hotel room at the approved event hotel for a period consistent with the event program. For the 2026 PharmSci 360, AAPS will reimburse up to 4 nights of lodging. Should an individual eligible for lodging reimbursement not stay within AAPS' hotel block, **the individual will forfeit lodging reimbursement.**

AAPS only covers room rate and taxes for a standard room. Upgrades or reservations made with hotel points will not be reimbursed. Individuals are responsible for any incidentals or additional room nights.

Airfare

AAPS reimburses coach airfare to and from the meeting location and fees for one checked bag. All airfares must be purchased no later than 21 days before the event date. Individuals will not be reimbursed for flights booked with reward points. AAPS will not reimburse seat selection expenses, upgrade expenses, or other fees.

Train/Personal Vehicle

AAPS recognizes that airfare may not be the most efficient or economic mode of transportation.

- AAPS reimburses coach train fare to and from the meeting location.
- AAPS reimburses at the current usual and customary per mile IRS published rate for personal auto travel.

Maximum Hotel & Travel Allotment for All Eligible Speakers

AAPS has limited financial resources to provide supplemental hotel and travel support to eligible speakers. As a result, the total maximum hotel and travel allotment for an individual participating as an eligible speaker is capped based on the location identified in the individual’s AAPS profile. In addition, if the individual spends less than the maximum allotment, they will only be reimbursed for the actual amount spent on authorized travel expenses.

Location	Maximum Reimbursement (USD)
USA	\$500
International	\$1,200

Travel Expense Reimbursement Policy

AAPS Staff distributes a travel expense reimbursement form to all eligible individuals before the event.

- All reimbursements must be submitted to AAPS **within 30 business days of the event’s conclusion. The deadline to submit your request is Wednesday, December 9, 2026.** If an individual fails to submit within 30 business days, they will forfeit reimbursement.
- Incomplete reimbursement requests will not be processed. A signed travel expense reimbursement form, payment information, and all accompanying receipts are required for all authorized expenses to be reimbursed.
- Reimbursements will be processed within 30 business days of submitting **all required documentation, including a signed reimbursement form, accompanying receipts, and payment information.** The individual is responsible for any fees incurred from wire and EFT transfers.
- No reimbursements will be processed before the event, or if received more than 30 business days after the event.

The following travel expenses are **NOT** eligible for reimbursement:

- Meals
- Additional baggage fees – AAPS reimburses only for one bag
- Ground transportation to and from the airport and hotel
- Mileage (unless a personal vehicle is the primary mode of transportation)
- Parking
- Hotel incidentals such as laundry, movies, internet, and telephone

Travel reimbursement is non-transferable and not interchangeable with registration compensation.