

2020 AAPS PharmSci 360
Travel and Reimbursement Limitation Policy
PharmSci 360 | New Orleans, LA | Oct. 25-28, 2020

Approved by the AAPS Board of Directors
February 2019

AAPS recognizes that volunteer time and contributions are vital to our organization's success, and we highly value the leaders who help us advance science, careers, and community through participation in PharmSci 360.

AAPS is unable to provide full travel reimbursement and full-conference, complimentary registrations to all volunteers. If participants can provide for their own travel expenses, they are encouraged to do so as supportive proponents of the association. However, AAPS does provide limited supplemental travel support to help encourage participation in advancing the organization's mission around scientific exchange, career development and community building. Those who are unable to fully cover their own travel expenses may submit a request to AAPS Staff for limited travel expense reimbursement for consideration in advance of the event. **Only AAPS Staff can approve and allocate funding for limited travel expense reimbursement in accordance with AAPS Board-approved policies and budgets.**

Individuals serving in the following roles at PharmSci 360 are not eligible to receive complimentary registration or travel expense reimbursement:

- Session Moderators
- Rapid Fire Speakers
- Poster Presenters
- Partner Programming Speakers/Moderators

Registration

Individuals serving in the following roles at PharmSci 360 will receive a complimentary, full-conference registration:

- Scientific Programming Committee Chair and Vice Chair
- Scientific Programming Committee Past Chair
- Scientific Programming Committee Track/Sub-Track Leaders
- Keynote Speakers

Submitters of accepted Scientific Symposia and Pre-conference Events Organizers will receive 25% off a full conference registration rate.

Individuals speaking at any of the following are eligible for discounted registration to PharmSci 360 along with a travel allotment:

- Scientific and Career Development Symposia Speakers
- Pre-conference Events (workshops and short courses) Speakers
- Executive Track Speakers

There are three options for registration:

	Option 1	Option 2	Option 3
Registration	\$495 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-transferrable and does not include optional add-on activities such as, but not limited to:

- Pre-Conference Events (workshops and short courses)
- 5K Fun Run/Walk
- Content Capture

Hotel & Travel Reimbursement

Individuals serving in the following roles at PharmSci 360 who select registration option 1 or 2 above may receive limited travel expense reimbursement in accordance with the policies below:

- Scientific Programming Committee Chair and Co-Chair
- Other Eligible Speakers
 - Keynote
 - Scientific and Career Development Symposia
 - Pre-conference Events (workshops and short courses)
 - Executive Track

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

Hotel/Lodging

AAPS will reimburse for a standard hotel room at one of our approved event hotels for a period consistent with their official participation in the event program. Should an individual eligible for lodging reimbursement not stay within AAPS' hotel block, regardless of price, **the individual will forfeit lodging reimbursement.**

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

Airfare

AAPS will reimburse coach airfare to/from the meeting location and fees for one checked bag. All airfares must be purchased no later than three weeks prior to the event date. Individuals will not be reimbursed for flights booked with reward points. AAPS will not reimburse for 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 will reimburse coach train fare to/from the meeting location.

- AAPS will reimburse at the current usual and customary per mile IRS published rate for personal auto.

Maximum Travel Allotment for All Eligible Speakers

AAPS has limited financial resources to provide supplemental travel support to eligible speakers. As a result, the maximum travel allotment for individuals participating as an eligible speaker is capped based on the location in your AAPS profile. The allotment is meant to cover a portion of both airfare and hotel.

The maximum allotment is not a guaranteed allotment. AAPS reserves the right to offer less than the maximum amount based on budget and other factors. In addition, if the individual spends less than the maximum he/she will only be reimbursed for actual amounts spent on authorized travel expenses.

There will be no exceptions. Hotel and travel reimbursement is non-transferrable.

Location	Maximum Reimbursement (USD)
United State of America (Including Alaska and Hawaii)	\$800
International	\$1,300

Travel Expense Reimbursement Policy

AAPS Staff will distribute a travel expense reimbursement form to all eligible individuals PRIOR to the event.

- All reimbursements must be submitted to AAPS within 60 days of the event conclusion. If an individual fails to submit within 60 days, he/she will forfeit reimbursement.
- Reimbursement checks and wire transfers will be processed within 30 days of your submission. The individual is responsible for any fees incurred from wire and EFT transfers.
- No reimbursements will be processed prior to the event.
- Receipts will be required for all authorized expenses to be reimbursed.

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

- Meals
- Baggage fees beyond the initial bag
- Ground transportation to/from the airport and hotel
- Mileage (unless your primary travel is via a personal vehicle.)
- Parking
- Hotel incidentals such as laundry, movies, internet and telephone