



AMERICAN COLLEGE OF TOXICOLOGY

GUIDELINES FOR REIMBURSEMENT OF SPEAKERS IN EDUCATION COURSES AND SYMPOSIA

The American College of Toxicology reimburses nonmember speaker expenses in *special cases if the speaker's company will not provide travel reimbursement*. A request for reimbursement must be communicated to the ACT staff (acthq@actox.org) **prior** to the course or symposium.

When the appropriate chair of the ACT Program and Educational Committees has preapproved reimbursement of a speaker's expenses, a letter outlining the approved expenses, along with the Expense Reimbursement Form will be provided to the speaker from ACT staff.

Speakers must make their own airline and hotel reservations. Reservations must be made far enough in advance* to take advantage of cheaper fares and any reserved room block. Please check the ACT website www.actox.org for hotel information.

Expenses, which may be approved:

- **Airfare:** lowest economy fare, to be prebooked,* roundtrip to meeting site
*Date of purchase must be at least 30 days in advance of meeting date. The ACT office must give preapproval if the airfare amount is in excess of \$500. Partial expense reimbursement will be considered when the proposed fare is deemed higher than the lowest economy fare.
- **Ground transportation:** taxi, shuttle, economy parking, may not exceed \$85.00 per day
- **Personal automobile:** reimbursed according to IRS Standard Mileage Rates (www.irs.gov)
- **Rental cars:** reimbursed ONLY if authorized in advance by the ACT office.
- **Hotel:** one night for domestic travel and two nights for international travel. In all cases, advance request and approval by the ACT office is required.
- **Meals:** up to \$85.00 per authorized day

Receipts are required for all above expenses and must be submitted with the ACT Reimbursement Form.

Note: The American College of Toxicology does NOT pay an honorarium nor provide in-kind goods or services.

Registration Fees for Non-ACT Member Speakers:

A speaker or chair of a Continuing Education course or symposium will have meeting registration fees waived for the day of their presentation(s). An ACT staff member will register those authorized to receive registration.

The completed and signed **ACT Expense Reimbursement Form with the corresponding receipts MUST be submitted to ACT Headquarters (acthq@actox.org) within THIRTY (30) DAYS after the end of the event to be considered for reimbursement.** Reimbursements will be issued promptly.

If you have questions about this policy, please contact the ACT HQ office at 703.547.0875 or email: acthq@actox.org.