The American College of Toxicology reimburses both member and nonmember speaker expenses in those cases where an employer or other agency does not provide travel support. A request for reimbursement must be communicated to ACT staff using the online session proposal form prior to the course or symposium being accepted at the meeting. The date of presentation is considered to be one “speaker day.”

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

Receipts are required for ALL expenses and must be submitted with the ACT Reimbursement Form after the meeting.

**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 preapprove airfares in excess of $500. Partial expense reimbursement may be considered when the proposed fare is considered greater than the lowest economy fare.

- **Ground transportation:** taxi, shuttle, economy parking, not to exceed $65.00 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. Allowances are made for speakers presenting on multiple days. In all cases, advance request and approval by the ACT office is required.

- **Meals:** up to $65.00 per speaker day

Note: The American College of Toxicology does NOT pay honoraria or provide in-kind goods or services.

**Registration Fees for Speakers and Chairs:**
A speaker or chair of a Continuing Education course or Symposium will have meeting registration fees waived for the day(s) of their presentation(s). An ACT staff member will register all speakers and chairs. If an extension of registration is desired, please contact ACT Headquarters for assistance.

The completed and signed **ACT Expense Reimbursement Form with the supporting receipts MUST be submitted to ACT Headquarters** (email: acthq@actox.org or mail: 11190 Sunrise Valley Drive, Suite 300, Reston, VA 20191) **within THIRTY (30) DAYS after the end of the event to be considered for reimbursement.** Reimbursements will be issued within thirty (30) days of receiving all required information. Please do not duplicate submission of forms (*i.e.*, if emailed the forms do not have to be mailed).

If there are any questions about this policy, please contact the ACT office at 703.547.0875 or email: acthq@actox.org.