



# AMERICAN COLLEGE OF TOXICOLOGY

## GUIDELINES FOR REIMBURSEMENT OF SPEAKERS IN EDUCATION COURSES AND SYMPOSIA

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. Note that, should complicated travel plans (e.g., due to venue/speaker location) warrant support exceeding that allowed as outlined below, the request for such support requires **PRE-APPROVAL**. As soon the possibility of an extended stay or extra expense is anticipated, travelers should notify ACT HQ to initiate a request for-pre-approval of such additional support **before** confirming reservations (e.g., hotel). Please check the ACT website [www.actox.org](http://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 to and from the airport and economy parking, not to exceed \$65.00 per day.
- **Personal automobile:** reimbursed according to IRS Standard Mileage Rates ([www.irs.gov](http://www.irs.gov)).
- **Rental cars:** reimbursed ONLY if authorized in advance by the ACT office.
- **Hotel:** one night for domestic travel (US, Canada, and Mexico) and two nights for international travel. Reservations should be made in the ACT room block; if you are unable to secure a room within the ACT room block, please contact ACT headquarters. ACT will only reimburse up to the amount of the block rate unless an advance request is made and approved. Allowances can be 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 (the day of your presentation). Note: it is reasonable to consider reimbursement for meals for travel the day prior to the speaker day, not to exceed \$50. For morning presentations, return travel in the afternoon/evening is reasonable. For afternoon presentations, return travel on the speaker day may not be possible, so travel the following day may be reimbursed for meals, not to exceed \$50. Reimbursement beyond these days/limits requires pre-approval via ACT.

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](mailto:acthq@actox.org) or mail: 11190 Sunrise Valley Drive, Suite 300, Reston, Virginia 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). \*Annual Meeting speakers must have pre-authorization of expense reimbursement.

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