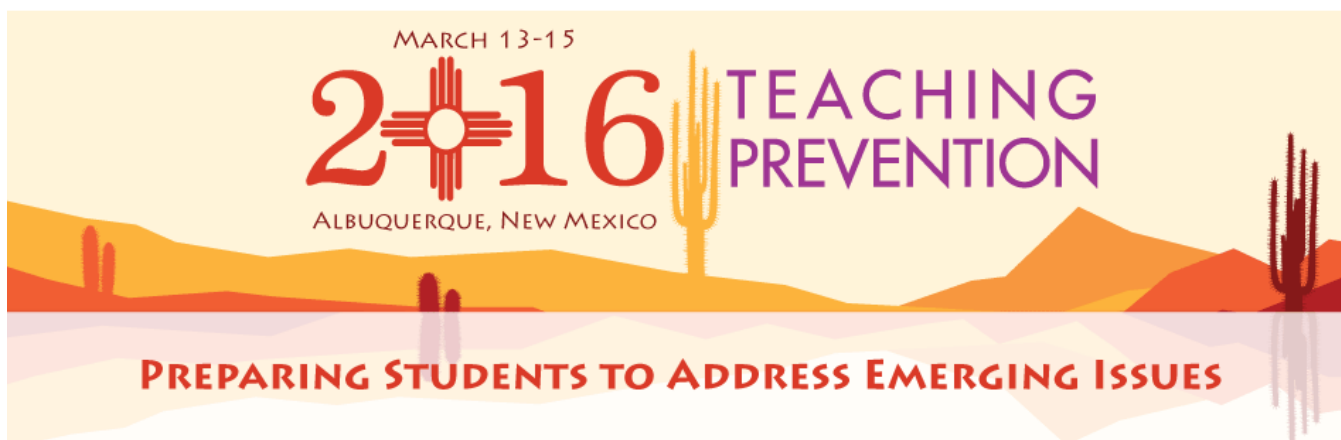


INVITED SPEAKER TRAVEL EXPENSE GUIDELINES



ASSOCIATION FOR PREVENTION TEACHING AND RESEARCH



Speakers are responsible for making their own travel arrangements. APTR will secure the hotel for out of town speakers. In order to be reimbursed for costs, speakers must fill out an official APTR Travel Expense Reimbursement Form and submit it to APTR no later than April 30, 2016. Any expense reimbursements received after the cut-off date may not qualify for reimbursement. You **must submit receipts** for all expenses in which you are asking for reimbursement.

REGISTRATION

Speakers who would like to attend the full conference must register and pay the registration fee. If you only plan be present for your presentation or plan to stay for a part of the day that you are presenting you are not required to register.

SPEAKER FEES AND EXPENSES

No compensation or honoraria is provided to speakers.

Out-of town speakers are eligible for:

- Up to \$650 to cover one roundtrip coach airfare purchased at least 3 weeks prior to the conference dates and ground transportation expenses (public transportation, trains, taxis, or mileage; rental cars are not eligible for reimbursement). If your flight must exceed \$650, please notify APTR by email.
- One night's lodging at the conference hotel (room and tax only, no incidentals will be reimbursed e.g. long distance phone calls, room service, etc). APTR will add you to a rooming list for the night you indicate.
- Reimbursement will only be provided for meals not provided during the conference at the current government per diem rate for one day. APTR does not reimburse the cost of alcoholic beverages or associated tips and tax. The government daily per diem rate for Meals and Incidentals in New Mexico is \$51, with the following breakdown: Breakfast: \$11 / Lunch: \$12 / Dinner: \$23 / Incidentals: \$5

Local speakers are eligible for:

- Reimbursement of parking and ground transportation expenses (public transportation, taxis or mileage, rental cars are not eligible for reimbursement).

QUESTIONS

Contact Allison Lewis at all@aptrweb.org, 202-463-0550 ext. 133.