



POLICY FOR REIMBURSEMENT OF EXPENSES

Travel expenses will be reimbursed for any travel authorized by the North American Society for Pediatric and Adolescent Gynecology (NASPAG). Reimbursement policies are established by the NASPAG Board of Directors. Requests for reimbursement are processed by NASPAG headquarters within the framework of these policies. Expenses must be reasonable and documented with receipts so as to satisfy Internal Revenue Service regulations and the NASPAG auditors. *

Reports and receipts must be submitted within 45 days of occurring. Any deviation from the standard NASPAG reimbursement policies will not be reimbursed. All expenses submitted must be accompanied by a receipt in order to provide reimbursement.

The NASPAG staff has the responsibility of questioning expenses that appear to be unreasonable or are not reported in such a way as to conform to the above requirements. Reasonable and documented expenses in the following categories will be reimbursed:

A. Travel

1. Necessary air or rail fares will be reimbursed up to a maximum of \$500 for coach class travel. Tickets should be purchased at least 30 days prior to departure. Please keep in mind that travel costs are often significantly reduced if staying over Saturday night.
2. Personal automobile travel at a rate established by the IRS (currently 56 cents per mile) not to exceed air or rail fare when this is available.

B. Housing and Meals

1. Reasonable and comfortable accommodations. Board/Faculty members speaking only one day will receive a maximum of one night hotel compensation.

C. Traveling with Family Members

1. Expenses incurred by a spouse or other family member(s) are not reimbursable. When an individual is accompanied by a spouse or other family member(s), reimbursement for transportation, hotel and meals will be reimbursed for the authorized individual only. Any additional expenses for the spouse or other family member(s) are not reimbursable by NASPAG. The NASPAG staff has the responsibility of questioning excessive meals and/or meals that appear to be for more than one person.

D. Telephone expenses will not be reimbursed. Internet expense will not be reimbursed.

**Please note you may opt to donate all or part of your reimbursement to Friends of NASPAG.*