



ASGCT 27<sup>th</sup> Annual Meeting

May 7 – 11, 2024

Baltimore, Maryland

For International Speakers in Academia/Non-Profit/Government

**Academia/Government/Non-Profit International Speaker Reimbursement Policy for the 2024 Annual Meeting**

**ASGCT will reimburse all domestic speakers for the following expenses upon submission of an expense voucher and appropriate receipts following the meeting:**

1. Meeting registration (waived, not reimbursed)
2. Up to five nights hotel stay, room and tax only (no incidentals) **only at ASGCT hotel block\***
3. Round-trip airfare up to a maximum of \$1,500 (ground transportation and parking may also be included in this total)

*\*While rooms are available. If the ASGCT hotel block is filled, accommodations outside of the room block may be reimbursed at a value up to, but not exceeding, the nightly rate of the ASGCT block at \$279 + tax.*

PLEASE NOTE: ASGCT cannot reimburse for rental cars or limousines.

**Hotel Reservation**

You can make a hotel reservation in ASGCT's room block via the Annual Meeting registration process:

<https://annualmeeting.asgct.org/register>

**Please save all of your ASGCT travel receipts. You will need to submit them (copy or original) to ASGCT with an expense voucher form, which will be available at the ASGCT registration desk throughout the Annual Meeting.**

Other Contingencies:

- Hotel stays outside of the ASGCT room block will **NOT** be reimbursed (unless the room block is filled).
- Plane tickets must be purchased at least three weeks prior to the first day of the Annual Meeting. **If you fail to do so, your flight WILL NOT be reimbursed.**
- Only tickets in the coach/economy section will be reimbursed.
- Reimbursement must be submitted within 60 days of the conclusion of the Annual Meeting. Reimbursements received after 60 days will not be considered.
- The closing night reception and additional workshops are not eligible for reimbursement.

Thank you again! If you have any questions about this reimbursement policy, please contact Alex Peterson ([apeterson@asgct.org](mailto:apeterson@asgct.org))