



ASGCT 26<sup>th</sup> Annual Meeting  
May 16 – 20, 2023  
Los Angeles, CA  
For Domestic Speakers in Academia/Non-  
Profit/Government

Academia/Government/Non-Profit Domestic Speaker Reimbursement Policy for  
the 2023 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 (waved, 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 \$1,000 (ground transportation and parking may also be included in this total)

*\*Hotel stays outside of the ASGCT room block may be reimbursed at a value up to, but not exceeding, the nightly rate of the ASGCT block.*

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:

- 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.

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