

HCCA Conference Speaker Reimbursement Eligibility Policy

Speakers Eligible for Reimbursement

Individuals from the health care providers or payors, full time professors, and government employees (individuals who paycheck comes from the government)

Speakers Not Eligible for Reimbursement

Those who do not receive reimbursement are vendors, consultants, attorneys in private practice/law firms or those who provide professional services

- The above individuals **will not** receive travel or hotel reimbursement, but the conference fee **will** be waived.

If there are any questions or concerns about eligibility for reimbursement please contact the Health Care Compliance Association office prior to conducting any travel on behalf of the Association.

Travel

- Reimbursement for travel will be provided **up to \$1,000.00**. (1st class travel is not reimbursed even if the ticket is lower than \$1,000) All transportation must be arranged by the speaker and submitted with proper receipts and/or documentation to be eligible for reimbursement. The following transportation expenses are reimbursable under this policy:
 - **Airline travel:** Travelers are expected to:
 - Book at least 21 days in advance otherwise ticket will **not be reimbursed unless approved by the Director of Conferences**.
 - Fly coach class
 - Take advantage of discounted fares whenever possible
 - **Train travel:** Travel by train is an encouraged alternative for speakers and will also be reimbursed.
 - **Taxi/Hotel shuttle:** These expenses will be reimbursed; rental car expenses are **not** reimbursable.
 - **Other:** Any other mode of travel not contained in the reimbursement policy is subject to prior approval by HCCA.

Lodging

- *Eligible speakers* will be reimbursed for **one** night of lodging at the conference hotel for **each day** of the conference that the speaker is presenting/co-presenting. Reimbursement will be issued based on a standard, single-occupancy room, covering room and tax costs only. Lodging must be booked at conference hotel. Lodging amounts over the contracted rate will not be covered.

Other

- All other expenses, including: **rental cars, meals, parking at hotel, and personal expenses**, are **not** reimbursable.
- Parking costs at airport are eligible for reimbursement
- Check baggage charge – HCCA will cover a charge for the **first** checked bag (if you are eligible for reimbursement). HCCA **will not** cover charges for other items for which the airlines may be charging a fee; e.g. blankets, pillow, etc.

All HCCA speakers must submit original receipts for air, hotel and ground transportation in order to receive reimbursement. If original receipts are not available, HCCA will need a written letter with an explanation submitted with copies of original receipts.

HCCA reserves the right to adjust reimbursement in accordance with this policy

The Health Care Compliance Association retains the right to review all reimbursement requests. Subject to approval by HCCA, reimbursements will be distributed upon receipt of the signed reimbursement policy, reimbursement form and supporting documentation. All supporting documentation must be included to receive reimbursement. All reimbursement forms must be returned in 30 days for reimbursement.

I have read, understand, and agree to comply with the HCCA reimbursement policy, regardless of my eligibility for reimbursement as detailed above.

Signature

Date

Printed Name