

CACUBO Program Honorarium and Expense Reimbursement Guidelines

These reimbursements guidelines are intended to document policy and help assure consistent treatment across CACUBO programs.

Where reimbursement is allowed by CACUBO, original itemized receipts are required for all expenses of \$25 or more.

Scenario	Honorarium	Hotel	Meals	Airfare	Mileage	Taxi/Shuttle	Registration	Misc.
COMMITTEE MEMBERS AND COORDINATORS								
Member of organizing committee	N/A	Only if extra night(s) required before or after the meeting as determined by the Host or Program Chair. The institution pays lodging costs during the meeting.	Only if extra night(s) required before or after the meeting.	No	No	No	Yes	No
Coordinators	N/A	Yes-only for conference dates	Only meals covered in registration.	Yes	Yes-IRS rate	Yes	Yes	No
GENERAL SESSION/KEY NOTE SPEAKERS								
General Session/KeyNote speaker (Review contract for reasonableness prior to signing.)	Per contract	Per contract-Limit 2 nights and only if needed before or after presentation	Per contract	Per contract	Per contract-IRS Rate	Per contract	No	Per contract-if reasonable
CONCURRENT SESSION SPEAKER								
CACUBO/Non Member registered for meeting	No	Maybe*	No	No	No	No	Maybe*	No
CACUBO/Non Member not registered for meeting	No	One Night	Breakfast & lunch for the day of presentation. (No receptions/opening events.)	No	No	No	No	No
NACUBO	No	No	No	No	No	No	No	No
Business Partner **	No	No	No	No	No	No	No	No
<p>*CACUBO members and non members who are registered for the annual meeting will receive one full registration OR one night lodging and a registration discount equal to 1/3 of the registration for the annual meeting. Presenters at other CACUBO professional development events will be entitled to a discount of 1/2 the cost of that event registration. Leadership Institute (LI) is excluded from any registration discounts.) If there are multiple speakers, the registration option only can be split with up to three individuals. Registration discounts are based on the price of the regular registration at the time of registration. It is not equal to the price of a day pass nor is it cumulative should the individual speak on multiple days.</p>								
<p>**Must be registered as a Business Partner (sponsor or exhibitor) in order to present.</p>								
<p>NOTES:</p> <p>In the rare instance where an individual(s) does not fit into one of these categories, and when it is deemed in the best interest of the program and within the program budget, with Presidential approval, the Program Chair has the authority to deviate from these guidelines. In such an instant, the Program Chair's signature on the expense reimbursement request certifies that the expenses are appropriate.</p>								

Approved by the Board on November 3, 2015