

General AC Co-Chair Reimbursement Policies/Limitations

AC Co-chairs are responsible for arranging and paying for their own travel and related expenses up front. Please note that reimbursements are processed following the Abstract Planning Meeting. Advance funds are not available.

ISOQOL requires original receipts for all reimbursements and reserves the right to withhold reimbursements without receipts. ISOQOL will not pay for **early departure fees, upgrades, movie rental at hotel, long distance phone calls, meals for individuals other than Participants, transportation ticket change or cancellation fees, limousine service or rental car service.**

Abstract Planning Meeting Reimbursement Guidelines

1. Any means of transportation (Airfare, Bus, Train) for reimbursement must be **coach/economy tickets**, purchased at least 14 days in advance whenever possible.
2. Mileage is reimbursed at the standard IRS rate plus any tolls. Mileage to and from your home airport is not reimbursable, unless cleared by ISOQOL Staff prior to the travel dates. Parking in the daily covered lot is reimbursable. The taxi fare to and from the airport is reimbursable.
3. Sometimes an extra night stay will greatly reduce your airfare costs. If you are interested in leaving early or staying a day late to receive this benefit, ISOQOL will pick up the difference in hotel and food, if it is less than the cost of the weekday travel rate.
4. If you wish to extend your business trip by taking some vacation time before or after ISOQOL business, you must pay for your own hotel, food, and incidentals for the additional days.
5. ISOQOL recommends taking the airport shuttle to and from your hotel (when available), unless it requires an excessive wait.
6. In-room movies and video-game rental, non-business use of the Internet, dry-cleaning or valet service is not reimbursable.
7. Tips for housekeeping, bellmen and doormen are reimbursable and should be tracked daily. Some rules of thumb for tipping: \$2.00 - \$5.00 for housekeeping per day at all major metropolitan hotels. \$1.00 - \$5.00 per bag to the bellman for delivery to your room or storage. \$1.00 - \$5.00 to the doorman for hailing and putting you in a taxi. No tip needed when arriving at the hotel. 15%-28% of total bill to servers at sit-down restaurants.
8. Meal expenses will vary depending on the city. A rule of thumb is the cost of a salad or appetizer, entree, dessert, and not more than two drinks for dinner. Mini-bar use should be limited (e.g. to replace a meal.) For meal reimbursement, the meal must be during dates specifically related/during to the program.
9. ISOQOL only covers your stay at the official meeting location. If you choose to stay elsewhere, you may do so, but your stay will not be reimbursed by ISOQOL.
10. Expense reports should be completed promptly upon your return and within 90 days from the date of travel (or when the expense was incurred) to receive reimbursement. Make sure to include original receipts for airfare, taxi/public transportation, and food.

Annual Conference Reimbursement Guidelines

Covered expenses for AC Co-Chairs in connection with the Annual Conference are limited to a complimentary registration. Please note your complimentary conference registration does not include membership dues. **ISOQOL Staff will provide a discount code to be applied at checkout.**

NOTE: Reimbursement dollars are subject to change due to availability of funding or industry costs.