

# SUNA

## Policy

No: 60-201

**Subject:** Annual uroLogic Conference Faculty/Presenter Expense Reimbursement –ONLY

**Review Responsibility:** Treasurer

**Date Written:** April 2003      **Reviewed:**      **Revised:** September 2017

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Faculty expenses will be covered ONLY when in compliance with policy 60-201.

Failure to comply with policy 60-201 will result in faculty NOT receiving honoraria.

Expense reimbursement/coverage will be as follows:

1. **Travel**

*Round trip economy, 21-day advance purchase airfare* to/from the faculty's home city and the site of the conference, plus ground transportation between the airport and the conference hotel and airport parking in the faculty's home city not to exceed \$500.\* Any sessions with multiple speakers will divide the travel expense allowance.

**OR**

The current IRS mileage reimbursement rate, if driving, to/from the faculty's home city and the site of the conference including parking, not to exceed \$500.\* Sessions with multiple speakers, the reimbursement will be compensated accordingly.

2. **Lodging**

One night hotel accommodation will be covered which will be divided if there are multiple speakers in a concurrent, general or precon session

3. **Conference Registration**

Faculty will receive complimentary registration for the day of their lecture ONLY.

4. Proper form filled out completely and faxed with receipts to National Office within one month after conference.

\*Receipts are required "Note: meals are not included".