



Policy on Faculty Travel and Related Expenses

- Speakers/authors/editors providing bona fide educational services to the Academy may receive reasonable reimbursement for travel-related expenses such as airfare (domestic - coach-class; international – business class), lodging, and other out-of-pocket expenses that directly relate to the services provided.
- The Academy will not reimburse for any expenses unrelated to the educational services provided, such as hotel and meals for days not included in budget and as noted in faculty letter.
- The Academy will not reimburse for any expenses of family members or guests.
- The Academy will not reimburse for registration fees for conference attendance – with the exception of those organizations which require a speaker at an Academy activity to be registered for the conference.
- Conference attendees may not receive any reimbursement.
- In order to receive approved reimbursement, the Academy requires submission of an Academy (or approved joint sponsor's) expense report which must include original receipts for all items over \$25.00.