
UCLS REIMBURSEMENT POLICY FOR A PRESENTER AT A WORKSHOP, CONVENTION, OR SPONSORED TRAINING

THE UCLS MAY REIMBURSE NON-CONTRACTED PRESENTORS FOR PRESENTATION COSTS ASSOCIATED WITH PRESENTING FOR WORKSHOPS, CONVENTIONS OR SPONSORED TRAININGS. THE APPROVED EXPENSES, ELIGIBLE FOR REIMBURSEMENT ARE AS FOLLOWS...

1. Pay, if the presenter is participating/registered in other workshop, convention, or sponsored training, \$200.00 each day presenting. If there are two or more presenters in a session, the maximum of \$400 will be divided equally amongst the presenters; or
2. Registration Fee, if the presenter is not participating/registered in other workshop, convention, or sponsored training activities, one complimentary day of registration for each day they are presenting; or
3. Mileage, if the presenter is not participating/registered in other workshop, convention, or sponsored training activities; or
4. One night stay, if the presenter is not participating/registered in regular workshop, convention, or sponsored training; or
5. Meals, if the presenter is not participating/registered in regular workshop, convention, or sponsored training;
6. Other expenses, as deemed appropriate, and approved in advance of the workshop, convention, or sponsored training, by recommendation of the Education Committee Chair, and approved by the UCLS Chair.

It is the policy of the UCLS that the presenter will work with the UCLS Education Committee Chair to identify if expenses should be paid upfront by the presenter or if the UCLS will pay for such costs as hotel accommodations on behalf of the presenter. All expenses paid upfront by presenters should be submitted for reimbursement within 30 days after the workshop, convention, or sponsored training to the UCLS Education Committee Chair. Note: All original receipts must be turned in for reimbursement costs for items 3-6 as listed above.

Approved by the UCLS Board September 24, 2016.