**NCSP 2018 Annual Meeting**

**Expense Reimbursement for Invited Speakers/Panelists**

On behalf of the National Clinician Scholars Program, we are pleased that you will be joining us at our Annual Meeting on October 17-19, 2018, at the UCLA Luskin Conference Center. The meeting will bring together current Scholars, alumni, Program faculty, National Program Board members, community partners, and distinguished guests, like yourself.

We ask that speakers plan to arrive in Los Angeles the day before their session.

The following documentation is required for reimbursement for your travel-related expenses. Receipts must be submitted **within ten (10) business days** of trip completion. UCLA typically requires 30 business days to process reimbursements once all documents are received.

* [**W-9 form**](http://nationalcsp.org/sites/default/files/W9Form_2018AnnualMeeting_07.02.18_0.pdf)**:** Required by UCLA accounting for payments made to non-employees. Please submit completed form to Elise Hayes no later than October 5, 2018, by fax at 310-794-3288.
* **[Expense Report Coversheet](http://nationalcsp.org/sites/default/files/InvitedSpeakersExpenseReportCoversheet 2018.xlsx)**
* **Original itemized receipts**: Receipts must have the company name, date, and description of each expense. Receipts need to show that expenses have been paid (i.e., have a zero balance). If receipts do not show the last 4 numbers of the credit card, a bank statement is also required.

Please submit receipts electronically to [mehayes@mednet.ucla.edu](mailto:mehayes@mednet.ucla.edu). All electronic copies must be clearly legible for reimbursement to be processed.

**Travel Expense Reimbursement Guidelines**

* UCLA will reimburse only for reasonable travel expenses.
* Original receipts are required for all expenses. For air/train fare, include the itinerary listing traveler’s name, routing, class of service, and total price. For meal reimbursements, please note that we cannot cover alcoholic beverages or meals that are already provided as part of the paid conference.
* Travelers are expected to book the lowest available economy class air or train fare.
* Travelers are expected to use the lowest cost ground transportation consistent with business needs. Taxis, shuttles, and public transportation should be used whenever possible instead of private limousine or car services.
* Expenses of a personal nature (i.e., phone calls, laundry, valet service, movies, or mini-bar charges) cannot be reimbursed.
* Travelers will not be reimbursed for cancellation fees or other fees resulting from trip changes or cancellations for personal convenience.
* If you choose to arrange other travel in conjunction with your NCSP meeting arrangements, you will be responsible for all costs over the quoted round-trip fare.