**NCSP 2019 Annual Meeting**

**Expense Reimbursement for Invited Speakers and Panelists**

Thank you for participating in the NCSP 2019 Annual Meeting. In appreciation for your speaking commitment, the NCSP will cover your travel expenses (hotel, air/train, meals and ground transportation) per NCSP and University of Pennsylvania guidelines.

Please note that in addition to the instructions below, you will also receive a separate email from Traci Chupik, Penn NCSP Administrative Director, with detailed instructions on how to become a registered “supplier” in Penn’s expense reimbursement system. No payments can be issued until you are onboarded as a Penn supplier and appear in the Penn Marketplace.

In addition to completing the steps to become an official Penn “supplier,” please complete and submit the following documentation:

* **Guest Travel Reimbursement Worksheet**
* **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 your credit card, a bank or credit card statement is also required. (Please redact any account information or charges that are not applicable to the reimbursement request from statements.)

Receipts must be submitted **within ten (10) business days** of trip completion. Reimbursements are typically processed within 30 business days of receipt of all documentation.

Please submit all documents noted above electronically to Traci Chupik at [tchupik@pennmedicine.upenn.edu](mailto:tchupik@pennmedicine.upenn.edu).

**Travel Expense Reimbursement Guidelines**

* Original dated and itemized receipts are required for all expenses.
* For air/train fare, please include the itinerary listing traveler’s name, routing, class of service, and total price.
* Travelers are expected to book the lowest available economy class round-trip air or train fare. Where possible, please book travel at least 21 days in advance. All quoted airfares over $500 will require authorization from NCSP; please contact Traci Chupik at [tchupik@pennmedicine.upenn.edu](mailto:tchupik@pennmedicine.upenn.edu).
* Travelers are expected to use the lowest-cost ground transportation consistent with business needs. Taxis/Uber/Lyft, shuttles, and public transportation should be used whenever possible instead of private limousine or black car service. If renting a car, the most economical (compact or midsize) vehicle consistent with business needs and travel circumstances must be booked.
* 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 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.
* Non-conference meals will be reimbursed on a per meal basis with original itemized restaurant receipts. The cost of these meals cannot exceed $35 per person for breakfast, $35 per person for lunch or $50 per person for dinner (including taxes and gratuities).