



International Conference Sessions Reimbursement Instructions

CONFERENCE REGISTRATION

Non-member speakers must register for the International Conference. The registration options are:

- **One-Day Complimentary Pass**: registration for the day of your presentation. This allows access to the Conference for one day only; attendance on other days is not permitted
- **General Conference Registration**: Non-member speakers wishing to attend 2 or more days of the Conference must register for the entire Conference and pay a discounted non-member General Registration Fee.

REIMBURSEMENT

Only non-ATS members are eligible for reimbursement. The ATS will reimburse only those non-member speakers approved by the ATS Executive Office.

Reports of expenses must be made after the Conference on an American Thoracic Society voucher. Each expense must be itemized by day. Original receipts for all charges of \$25.00 or more must accompany the voucher.

Speakers approved for reimbursement will be reimbursed to a maximum amount as follows:

- **Speakers coming from North America (including Canada):** **\$1,000 US**
- **Speakers coming from outside North America:** **\$2,000 US**

The following expenses incurred at the International Conference will be covered up to the maximums stated above:

- Travel (round-trip airfare, train fare)
- Hotel
- Meals
- Ground transportation to and from home and airport/train station and hotel and airport/train station

Rental of automobiles is not permitted without prior approval from the ATS Office. ATS will not reimburse speakers for any approved rentals which extend beyond the dates of the Conference.

Requests for exceptions to these guidelines must be made through the ATS Office prior to the Conference.