



Postgraduate Course Reimbursement Guidelines

CONFERENCE REGISTRATION

All Postgraduate Course speakers (members and non-members) attending the International Conference must pay the Conference General Registration Fee.

REIMBURSEMENT

Postgraduate Course (PG) member and non-member speakers will be reimbursed based on eligibility as outlined below in US dollars up 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:

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. Please allow up to 90 days for the processing and mailing of the funds.

TRAVEL (round-trip airfare or train fare):

- Members who ARE attending the conference WILL NOT be reimbursed for travel expenses
- Members who ARE NOT attending the conference WILL be reimbursed for travel expenses
- ALL NON-ATS Members WILL be reimbursed for travel expenses

HOTEL:

- Members and Non-Members will be reimbursed for hotel expenses for 1 or 2 days in relation to participation in the PG course:
 - Friday PG Course speakers are allotted a maximum amount of 2 nights hotel stay at the ATS rate
 - Saturday PG Course speakers are allotted a maximum amount of 1 night hotel stay at the ATS rate

MEALS:

- Members and Non-Members will be reimbursed for meal expenses for 1 or 2 days in relation to participation in the PG course:
 - Friday PG Course speakers are allotted a maximum amount of 2 days meals up to a total amount of \$66US per day (\$132US)
 - Saturday PG Course speakers are allotted a maximum amount of 1 days meals up to a total amount of \$66US per day

GROUND TRANSPORTATION:

- Ground transportation to and from home and airport/train station, and hotel and airport/train station will be covered up to the maximums stated above
 - 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.