

2012 Reimbursement Policy

• Speakers

For all SSRC Speakers the conference fee is waived. Speakers should NOT register on the general registration website. Rather, you will be sent a link to a special speaker registration site.

For all speakers reimbursement includes up to \$425.00 total compensation for:

- Travel (coach class airfare only and ground). *Note: If you choose to drive your personal vehicle rather than fly, compensation is capped at \$500 or the typical airfare between destinations, whichever is less.*
- Hotel room for up to three nights.
- Meal expenses for up to three days.

SSRC will not reimburse for car rentals unless pre-approved by Headquarters. Also movies, mini-bar and other personal entertainment charges will not be covered by SSRC.

Reimbursement Procedure

To be reimbursed, speakers should submit a completed reimbursement form summarizing expenses and also submit photocopies or electronic images of all receipts over \$25. (NOTE: DO NOT SEND ORIGINALS)

Expense reports should be sent no later than 30 days following the event to (Note: Late submissions are subject to non-payment):

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