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Speaker Reimbursement Travel Policy

*Current Flat Travel rate: \$1000 flat

The Obesity Medicine Association (OMA) will reimburse necessary and reasonable travel expenses related to presenting at OMA conferences. As a nonprofit organization, OMA strives to maintain fiscally conservative operations.

Travel Reimbursement

Travel reimbursement for the actual cost of travel to and from the OMA conference will be reimbursed at a flat rate that includes travel expenses. Fares, meals, auto, incidentals, hotel, etc. will not be reimbursed separately outside of the current flat travel rate and should be booked at least one month out. Delay in making reservations will not justify reimbursement for amounts in excess of the permitted amount. Speakers are responsible for making their own air travel arrangements. Speakers will be paid the current flat travel rate. Any excess of the current flat travel rate will not be reimbursed unless pre-approved by the Executive Director. If pre-approval is not obtained, the maximum refund will be the current flat travel rate.

Auto

Mileage: Personal automobile travel will be reimbursed as part of the current flat travel rate

Parking: OMA will reimburse parking as part of the current flat travel rate.

Transportation to meeting: Taxi cab / Uber fares will be reimbursed by OMA as part of the current flat travel rate.

Meals

Meals during travel to and from the conference, in addition to the day of the presentation, will be reimbursed as part of the current flat travel rate for the full event. There will be no additional reimbursement for meals.

Incidentals

Will be reimbursed as part of the current flat travel rate. Expenses for spouses / guests and for personal items (i.e. in-room movies, sports, sight-seeing tours, entertainment, laundry, dry cleaning, etc.) are not reimbursable unless specifically pre-approved by the OMA Executive Director.

Hotel

One-night hotel room charge will be reimbursed as part of the flat current travel rate. Speakers who wish to seek additional night hotel reimbursement must have prior approval by the Education & Event Director or Executive Director.

Registration to OMA conferences

Conference speakers will receive complimentary registration. Speakers must attend the courses in order to earn CME participation credits in addition to the complimentary registration.

Expense Review

In order to receive reimbursement, speakers must follow all areas of the OMA Speaker Agreement and submit their completed education presentations materials by the deadline assigned by the OMA Education team. The OMA Secretary/Treasurer and Executive Director must pre-approve the reimbursement request if it falls outside the confines of this policy.