



## 2025 SPEAKER TRAVEL POLICY

### REIMBURSEMENT POLICY

**INS provides travel reimbursement per policy for one speaker per session.**

By submitting the speaker agreement, you agree to receive the reimbursement check about 4 weeks after INS 2025 and abide by the INS Speaker Travel Policy as outlined below.

### AIR TRAVEL

**INS will provide up to \$400 to assist in covering the cost of an airline flight.** This fee is intended to cover the cost of the air travel flight. Out-of-pocket expenses associated with travel such as: cab fare, airport parking, and checked baggage fees are not included.

Speakers are required to:

- Book flights before **March 1, 2025**
- schedule flights that **arrive at the meeting destination the day before you speak** to avoid session cancellations or schedule delays because of travel delays
- Submit a copy of your itinerary to [Jill Cavanaugh](#) by March 1, 2025
- Receipt from your flight purchase must be submitted with an expense report by May 15, 2025

### HOTEL

**INS will reserve one prepaid, single-occupancy hotel room accommodation for one night per selected presentation.** If you would like to extend your hotel stay, INS will add additional nights to your reservation at your own expense. Please enter your hotel arrival and departure dates in your Speaker Agreement by **January 10, 2025**. Contact [Jill Cavanaugh](#) by January 10, 2025, if you need to make a change to your reservation request. Requests received after this date cannot be guaranteed and will be honored based solely on hotel room availability at that time.

**\*\*Please do not contact the hotel directly. This will result in duplicate reservations. INS will make all hotel reservations.\*\***

### PARKING & MILEAGE

**INS will provide up to \$250 in travel assistance per selected presentation for speakers driving to the meeting.** The fee is intended to cover mileage based on the official IRS rate at the time of travel, the cost of gas, and wear and tear on the vehicle.

Speakers are required to:

- Notify INS via your Speaker Agreement if you plan to drive
- Submit an expense report showing the dates traveled, round-trip mileage driven (include a map of the traveled route), and expenses incurred for tolls and parking
- Receipts for tolls and parking also must be submitted with the expense report by May 15, 2025