

# AI Days Speaker Expense Reimbursement

## Effective through March 2019

This document overviews the reimbursements offered to speakers participating in the conference. No other reimbursements are offered, unless agree in writing and no other roles outside of speakers and co-presenters are accommodated by these terms.

A fair percentage of the speakers will be from the Chicago metropolitan area, as the conference is based there. Related to this reimbursement will vary across two different geographic categories. These reimbursement terms will also apply to co-presenters. These will most likely be a speaker's client, but can also be other business partners of the speaker. In all cases these individuals will have to be on stage with speaker during the presentation to be eligible for reimbursement

Also please note that if participants can provide their travel it is appreciated as the more resources we have to go towards improving our programming

## Expense Allowances

For speakers residing **INSIDE** Chicagoland area, defined for these purposes by 9 Northeast Illinois counties.

1. Full admission to the conference, includes all meals served and VIP reception
2. For each day attending or presenting; maximum 2 days
  - daily travel per diem of
    - i. \$40 Cook County
    - ii. \$60 Lake, McHenry, DuPage, Kane, Kendall, Will and Kankakee

For speakers residing **OUTSIDE** Chicagoland area:

3. Full admission to the conference, includes all meals served and VIP reception
4. For each day attending or presenting; maximum 2 days
  - daily travel per diem of \$60
  - daily lodging per diem of \$195
    - i. we reserve option to supply hotel room in lieu of this.
5. Transportation to the conference ; one of the below only
  - a. coach airfare, including one carry on bag to and from the meeting location
    - i. full ticket price if purchased at least three weeks prior to conference; unless agreement to speak was not final at that time.
  - b. standard IRS mileage rate
    - i. from originating city or home
    - ii. back to home

Updated January 7, 2019

Subject to Change – Agreement activates at point of speaker acceptance

For Chicago , IL Conference

## Expense documentation and submission

1. For speakers from outside of Chicago area
  - a. submit copy of your ticket receipt or expected mileage two weeks prior to event
    - i. advise of how many days you plan to attend. Do this through registering for either a one or two admission to the event. We will supply you a special promo code.
  - b. upon checking in at event confirm the amounts and your duration of stay
2. For speaker from within Chicago area
  - a. advise of how many days you plan to attend. Do this through registering for either a one or two admission to the event. We will supply you a special promo code. advise us how many days you plan to attend.

## Reimbursement schedule

Given all the above guidance is followed we will send you a reimbursement check or EFT within 30 days of event end. If you do not show up for your speaking role there will be no reimbursement of expenses. If a bona fide family or health issue we will try our best to work something out, but guarantee no specific reimbursement under those circumstances

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