

## EXPENSES POLICY

### Speakers' expenses

Speakers at LASA events make essential contributions to section meetings, the Annual meeting and sundry workshops etc. These events help to enable LASA to deliver its charitable aims and objectives. It is essential that speakers are reimbursed for any costs incurred.

In many cases, the contributors' employers provide financial support, which is greatly appreciated. However, some individuals might have no source of sponsorship for their contribution. In such cases, LASA will offer:

#### *For a single whole-day or half-day event:*

- A waiver of the registration fee
- Travel expenses (with the usual constraints: e.g., second class / economy fare. Travel expenses for overseas speakers will be considered (budget airline costs, when feasible), but justification for these expenses should be included in the proforma for the budget sheet.
- One night of accommodation when the location of the meeting makes it unreasonable to arrange a return trip after their presentation/ participation in the meeting.

This concession will be offered for a maximum of eight speakers for a whole-day event and a maximum of four speakers for a half-day event.

While partners of contributors are welcome to attend the meeting, LASA cannot accept responsibility for the cost of their attendance, which must be paid by the contributor.

#### *For events that form part of the programme for the annual meeting:*

- A waiver of the one-day registration fee for the annual meeting
- Travel expenses (with the usual constraints: e.g., second class / economy fare /budget costs, when feasible)
- One night of accommodation when the location of the meeting makes it unreasonable to arrange a return trip in a single day.

These expenses will be offered to a maximum of eight speakers for a whole-day event and a maximum of four speakers for a half-day event.

Sundry subsistence costs will not qualify for reimbursement.

Expenses will be reimbursed on application to the LASA Secretariat after the meeting, subject to submission of the original receipts/ invoices for items that qualify.

