

**Reimbursement Policy
Speakers, Panelists, Chairs, and Moderators**

Thank you for participating in the ASGCT Policy Summit. Our reimbursement policy is as follows:

1. After accepting your invitation to participate, ASGCT will provide you with a promo code to register for the Policy Summit with registration fee waived.
2. ASGCT will reimburse up to two nights' stay at the headquarters hotel, the Washington Marriott Georgetown, at our room block rate. **You are responsible for booking your own room – this can be done as a part of registration for the event. The housing deadline is August 25.**
3. For total transportation costs (includes air transport, ground transport, and parking) ASGCT will reimburse you after the Policy Summit for:
 - Up to a maximum \$1000.00 for participants based in the United States
 - Up to a maximum \$1500.00 for international participants based outside the United States

Please save all of your Policy Summit travel receipts. You will need to submit them (copy or original) to ASGCT with an expense voucher form and applicable tax form (W9, W8) which will be sent to you via email at the conclusion of the event.

Please note that ASGCT cannot reimburse for the following:

- Meals
- Rental cars or limousines
- Incidental expenses, such as mini-bar, movies and dry cleaning

Thank you again! If you have any questions about this reimbursement policy, please contact Connor Debord (cdebord@asgct.org).