

NASCC: THE STEEL CONFERENCE

Reimbursement Form

These policies ONLY apply to The Steel Conference speakers/moderators including those presenting in the bridge, business, case study, connections, constructability, design & analysis, detailing, erection, project management, quality, roundtable, shop operations, sustainability, and technology tracks. If you are speaking at the SSRC Annual Stability Conference, or any of the other co-located events, please contact the event organizer for the specific policy that applies to you. If you have any questions, email Scott Melnick at melnick@aisc.org.

SPEAKERS

For all Conference Speakers, the Conference Registration fee is waived. In addition, for Non-Steel Industry Personnel* (i.e., employees of government agencies, universities, consulting engineering firms, and architectural firms) reimbursement includes:

- Coach-only airfare and ground transportation expenses are reimbursable up to combined \$600 maximum. If you choose to drive rather than fly, compensation is provided at the standard government rate but not more than the \$600 maximum or typical airfare between destinations, whichever is less. AISC will not reimburse any travel costs over \$600.
- Total hotel reimbursement is limited to \$735. You must stay at an official conference hotels and book your room through the official The Steel Conference hotel reservation site.
- Meal expenses for three days (including the conference dinner, if applicable) with a maximum meal allowance of \$50 per day exclusive of the conference dinner. Receipts are required for all meals.
- Note that we will not reimburse car rental without prior authorization.
- AISC will only reimburse transportation, hotel and meal expenses and only at the limits noted.
- **Total compensation is limited to \$1,200.**

**Travel expenses are not paid for employees of companies of a type eligible for AISC Full or Associate Membership (including fabricators, steel producer/manufacturer employees, erectors, detailers, software manufacturers, and others involved in the fabrication or construction of structures or components, e.g., joists, decks, and fastening equipment) or for employees of non-domestic companies that would be eligible for AISC Full Membership if they were domestic. If you have a question about whether you are eligible for reimbursement, please contact Scott Melnick at melnick@aisc.org.*

MODERATORS

For all The Steel Conference Moderators, the registration fee is waived but no travel expenses are paid. We encourage all moderators to attend the Speaker/Moderator breakfast on Wednesday, April 11 from 7:30 a.m. - 8:00 a.m. (location will be posted at www.aisc.org/nascc/speakers).

REGISTRATION PROCEDURE

Speakers and Moderators will register at www.aisc.org/nascc/register with a discount code for speakers only. The discount code will be sent to all speakers on January 15. If you do not receive the code by **January 15**, please email Scott Melnick at melnick@aisc.org.

REIMBURSEMENT PROCEDURE

To be reimbursed, committee members and speakers should submit an expense report summarizing expenses and also submit photocopies or electronic images of all receipts over \$50. (**NOTE:** do not send originals) The form for submitting expense reports will be sent to you prior to the Conference. We will only accept reimbursements requested with the official Steel Conference expense form.

SUBMIT REIMBURSEMENT FORM & RECEIPTS TO

**IN ORDER TO RECEIVE REIMBURSEMENT, ALL
EXPENSE REPORTS MUST BE SUBMITTED BY
May 31, 2019**