

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

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Thank you for participating in the 2022 ASGCT Policy Summit. Your meeting registration fee will be waived, and ASGCT will take care of registering you.

ASGCT will reimburse you for these expenses following the Policy Summit:

1. Up to two nights' stay at the headquarters hotel, the JW Marriott Washington DC, at the discounted rate of \$269/night plus tax and fees; or up to two nights at any other Washington DC hotel up to \$269/night plus tax and fees. Guests will have until Thursday, August 19 to make their reservation within the group block and receive the discounted rate.
  - You can make your room reservation in ASGCT's hotel block at the following link: <https://book.passkey.com/e/50310433>
  - If you prefer to book via phone, call 800-393-2503 and ask for the American Society of Gene & Cell Therapy 2022 Policy Summit
2. For total transportation costs (includes air transport, ground transport, and parking):
  - Up to a maximum \$750.00 for speakers based in the United States
  - Up to a maximum \$1,000.00 for international speakers 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, 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 Pat Hurlbut ([phurlbut@asgct.org](mailto:phurlbut@asgct.org)).