

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

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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 pay for up to two nights' stay at the headquarters hotel, the Westin Washington, DC Downtown Hotel, at our room block rate. **ASGCT will make the hotel booking for you in our block - if you need a room, contact Connor Debord ([cdebord@asgct.org](mailto:cdebord@asgct.org)) no later than Monday August 14.**
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 speakers based in the United States
  - Up to a maximum \$1500.00 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 Connor Debord ([cdebord@asgct.org](mailto:cdebord@asgct.org)).