



## Innovator Presenter Reimbursement Information

ACCC will reimburse reasonable costs that are incurred for the following expenses in connection with this conference.

### Lead Presenter:

- Round-trip coach (or least expensive) airfare
- One night's lodging at Grand Hyatt San Antonio, San Antonio, Texas (single/double occupancy at conference rate of \$199.00 plus tax)\*
- Complimentary meeting registration
- Parking at hotel for local travelers only
- Ground transportation to and from the meeting, not to include a rental car

### Second Presenter:

- One night's lodging at Grand Hyatt San Antonio, San Antonio, Texas (single/double occupancy at conference rate of \$199.00 plus tax)\*
- Complimentary meeting registration
- Parking at hotel for local travelers only
- Ground transportation to and from the meeting, not to include a rental car

### All Other Presenters:

- Complimentary meeting registration
- Parking at hotel for local travelers only
- Ground transportation to and from the meeting, not to include a rental car

*\*Approval may be granted to cover additional lodging if necessary. Prior approval is required.*

### Reimbursement requirements for all presenters:

- All expenses must be submitted on ACCC Travel Reimbursement Report
- Only original receipts are acceptable
- Original receipts must be stapled to the ACCC Travel Reimbursement Report
- Receipts are required for all expenses over \$5.00
- Extraordinary expenditures must be explained in writing
- All reports must be submitted by November 19, 2012

All payments will be issued to the individual at the address listed on the report unless otherwise noted; any discrepancies are to be discussed immediately.