



## **LUGPA 2026 ASC Academy Travel Reimbursement Policy**

This document outlines the travel reimbursement policy for the following LUGPA 2026 ASC Academy meeting:

- **Lowes Chicago O'Hare Hotel, Rosemont, IL April 9-11, 2026**

The LUGPA 2026 ASC Academy travel reimbursement is up to \$500/per person. LUGPA will cover the following:

- Coach airfare.
- In lieu of airfare, mileage for driving a car, at the current IRS rate (72.5 cents per mile).
- Ground transportation in meeting city to and from airport and hotel OR parking if driving instead of flying, ground transportation from your home to the airport is not covered.
- Hotel, tax, and resort fees for up to two nights will be billed to master account. Incidentals are to be paid by individual traveler.

The participant is responsible for food/beverage expenses not offered during the ACS Academy. Guest travel-related expenses will not be reimbursed.

Please complete and submit the travel reimbursement form and copy of receipts within 30 days of the event in which the expense(s) occurred. After one reminder, an additional 30-day grace period can be granted. At the 30-day grace period expiration, LUGPA will not reimburse you. Beyond 60 days past the meeting date, members can petition LUGPA Executive Committee with any extenuating circumstances that prevented the member from submitting within the required timeframe.