



## LUGPA 2026 Regional Meeting Travel Reimbursement Policy

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

- Caesars Palace, Las Vegas, NV

The LUGPA 2026 Regional Meetings travel reimbursement is up to \$700/per person. LUGPA will cover the following:

- Coach airfare.
- In lieu of airfare, mileage for driving a car to the meeting location, at the current IRS rate.
- 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 nor airport parking is **not** covered. Rental cars are not covered, please use taxi or ride shares.
- Two nights of hotel, tax, and resort fees to be billed to master account at the hotel at the negotiated room block rate. Incidentals are to be paid by individual traveler.

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

**In order to be reimbursed for travel-related expenses, a participant must actually pick-up their badge at registration and attend the entire program,** and 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.

Covered Expenses up to a total of \$700 (excludes lodging which is directly billed to LUGPA)

- Airfare or IRS standard mileage rate (72.5 cents per mile) to travel from your home city to the meeting.
- Parking at the meeting hotel if you drive from your home location to the hotel.
- Taxi or ride share round trip from meeting city airport to the hotel.

**Non-Covered Expenses**

- Airport parking at your home airport.
- Mileage or ground transportation to/from home airport.
- Rental cars.
- Taxis, ride shares or other ground transportation in meeting city when going to other locations (dinner, other entertainment).
- Travel expenses for any guest(s) that you may bring to the meeting.
- Meals and snacks not provided at the meeting.