



SCHOOL OF
MEDICINE

OFFICE FOR CONTINUOUS
PROFESSIONAL LEARNING

Guidelines for Conference Speaker Reimbursement

- **Copies of the itemized receipts are required**, per the policy of the UNM Office of Controller's. The receipt needs to list the exact item(s) you purchased.
- Reimbursement for meals only if itemized receipts, which have specific items purchased.
Please note: If the conference provides a full breakfast, lunch or dinner, we are unable to reimburse you if you decide to have these meals elsewhere.
- Reimbursement for hotel room cannot exceed the conference rate as published on the brochure.
- Alcohol is not reimbursable.
- Movie rental is not reimbursable.
- Airfare must be coach class. Reservations must be made 60 days prior to the travel dates. If reservations are made after the deadline date, reimbursement will be for the cost of airline reservations made by our deadline.
- Rental cars are not reimbursable.

Completed expense forms, W-9's and copies of itemized receipts must be submitted within 30 days of the last day of the conference. **Information not submitted on time will not be reimbursed.**