

Stipends and Coverage Hotel and Travel (if applicable)

This is for speakers who have the information below included in their speaker agreement.

Airfare Stipend (if applicable)

- Roundtrip airfare is coach, non-refundable, and with no upgrades i.e. even more room, first class, etc.
- Speakers are encouraged to purchase their flights at least two months prior to the speaking engagement to guarantee the lowest prices.
- Refer to the speaker agreement for the airfare limit.
- Should the flights exceed the agreed limit, please contact [Olivia Roma](#) prior to booking for approval.

Hotel Coverage (if applicable)

- Speakers receiving hotel accommodations (guestroom, tax, and resort fees if applicable) will be staying at the host hotel.
- All incidental expenses are the Speaker's responsibility, including, but not limited to, room service, phone calls, dry cleaning, in-room movies, etc.
- Reservations will be made by CSC based off when the session is taking place and sent to the speaker prior to arrival.
- Should the speaker arrive earlier or stay later than the reservation dates, CSC can assist with making those reservation dates or the speaker can add them to their reservation. Additional dates will be at the speaker's expense.
- Confirm the hotel reservation dates with [Olivia Roma](#) no later than **Friday, May 1, 2020**.

Mileage Stipend (if applicable)

- Speakers are to provide a receipt on their mileage and tolls i.e. Google directions showing the start point, destination, and number of miles accrued.
- Please refer to the speaker agreement for the stipend limit.
- Should the estimate exceed the agreed limit, please contact [Olivia Roma](#) prior to CSC.

Reimbursement

Please send the detailed receipt to [Olivia Roma](#) post speaking engagement.

Please note, detailed receipts must be submitted no later than two weeks post speaker engagement to receive reimbursements.