



REIMBURSEMENT OPTIONS

INS provides support for 1 speaker per session. Please select one of the following options in the speaker portal:

OPTION 1: Complimentary Conference Registration

In lieu of hotel & travel reimbursement, speakers may elect to receive one complimentary full conference registration for INS 2027. By selecting this option, the speaker agrees that they are not eligible for any travel-related reimbursement, including airfare, hotel, parking, mileage, tolls, or other travel expenses. Please indicate your selection in the speaker portal or contact [Jill Cavanaugh](#) with any questions.

OPTION 2: Hotel & Travel Reimbursement

Speakers may receive travel reimbursement in accordance with the policy below. By accepting to speak at the INS Annual Conference, you agree to abide by this policy. Reimbursement checks will be issued approximately 4 weeks after INS 2027.

HOTEL

INS will reserve 1 prepaid, single-occupancy hotel room accommodation for one night per selected presentation. If you would like to extend your hotel stay, INS will add additional nights to your reservation at your own expense. Please enter your hotel arrival and departure dates in the speaker portal by January 10, 2027. Contact [Jill Cavanaugh](#) before then if you need to make a change to your reservation request. Requests received after this date cannot be guaranteed and will be honored based solely on hotel room availability at that time.

****Please do not contact the hotel directly. This will result in duplicate reservations. INS will make all hotel reservations.****

AIR TRAVEL

INS will provide up to \$400 toward the cost of an airline flight. This amount applies to the flight only and does not include out-of-pocket travel expenses such as cab fare, airport parking, or checked baggage fee. Speakers are required to:

- Book flights before March 1, 2027
- Schedule arrival for the day before your presentation to avoid delays or cancellations
- Submit a copy of your itinerary to [Jill Cavanaugh](#) by March 1, 2027
- Submit your flight receipt with an expense report by May 15, 2027

PARKING & MILEAGE

For speakers driving to the meeting, INS will provide up to \$250 in travel assistance per selected presentation. This is intended to cover mileage (based on the official IRS rate at the time of travel), gas, and vehicle wear and tear.

- Speakers are required to:
- Indicate in the speaker portal if they plan to drive
- Submit an expense report including travel dates, round-trip mileage (with route map), and toll/parking expenses
- Submit all toll and parking receipts by May 15, 2027