

Speaker Agreement Form

Reimbursement Policy of Speakers

The Mississippi Academy of Family Physicians looks forward each year to the appearance of distinguished speakers at its Scientific Assembly and Regional Meetings. To avoid any misunderstanding, which might lead to subsequent embarrassment, it is helpful to clearly define the details of the arrangement. For that reason, the Academy's Board of Directors has undertaken to outline a clear statement of policy on the reimbursement of expenses in connection with an individual's appearance on the program.

The Mississippi Academy of Family Physicians WILL reimburse for the following:

1) HONORARIUM:

The agreed upon honorarium is \$_____.

2) TRANSPORTATION:

The Academy reimburses a speaker for expenses incurred for transportation by plane (coach) to and from the convention city, by the most direct route. The speaker must make reservations for travel at least 21 day in advance. The Academy will pay for the lowest fare published at that time unless the speaker can show that he/she had to pay a higher rate. First class or upgraded flights are prohibited. Also, under the heading of transportation, a speaker is reimbursed for taxi or limousine fare to and from airports. If a speaker prefers to travel to the convention city in his/her own automobile, reimbursement will be the amount reimbursed at that time for mileage at the current IRS rate based on distance listing Rand McNally. When a speaker resides in the convention city, is assumed he/she will incur no transportation expense.

If a speaker uses a private plane, he/she will be reimbursed for expenses incurred (coach fare) or mileage. Speaker will be responsible for making own airline arrangements.

3) MEALS AND LODGING:

The Academy reimburses a speaker up to \$75 for meals en route and during the day he/she is **required** to be in the convention city. It also defrays the cost of a single rate hotel room at the selected hotel for **one night** prior to or following the day the speaker is required to be in the convention city for his/her appearance on the program. **When a speaker checks out of the hotel, it is understood that he/she will pay the charges on the bill.** The speaker will then submit only his/her expenses to the Academy with a copy of the receipts for reimbursement.

4) INCIDENTALS:

The Academy reimburses a speaker for tips and airport parking fees for the day(s) the speaker is required to be at the meeting by reason of his/her appearance on the program. Please submit expenses to the Academy with a copy of the receipts for reimbursement.

5) NON-REIMBURSABLE ITEMS:

The Academy does NOT reimburse the following

- a) Personal car rentals, charter planes, helicopters, side trips.
- b) Travel and meals for spouse, children.
- c) Personal long distance telephone calls.
- d) Personal entertainment, such as movies in hotel room, room service, etc.

6) SOCIAL SECURITY NUMBERS/TAX ID NUMBERS

The Academy is required by the Federal Government to issue Form #1099-MISC to each speaker that receives money from the Academy. This is related to honoraria only. ***Please make sure you have given us your Social Security Number on the Speaker Requirement Form.***

It is the policy of the Mississippi Academy of Family Physicians to only pay expenses and honorarium to speakers upon receipt of a completed expense form accompanied by appropriate receipts. If travel is by airline, either a paid receipt or a copy of the actual airline ticket, which contains cost of ticket, **MUST** accompany the completed expense form.

Your expenses must be received within six weeks of the date of presentation. Any expenses received after the six-week deadline will not be honored.

It is understood that each speaker's expense check will clear the MAFP checking account within 90 days. If not, the MAFP reserves the right to stop payment.

NOTE: THE MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS REQUIRES ALL SPEAKERS TO READ, COMPLETE, SIGN AND RETURN THIS AGREEMENT.

SPEAKER'S SIGNATURE

DATE

Return form to:

MISSISSIPPI ACADEMY OF FAMILY PHYSICIANS
755 Avignon Drive · Ridgeland, MS 39157
Phone: 601-853-3302 Fax: 601-853-3002
beth@msafp.org