



80th Annual Assembly & Exhibition

July 22 – 25, 2027 | The Roosevelt Hotel | New Orleans, LA

Educational Faculty Travel Guidelines

HONORARIUM

1. The LAFP will provide non-member faculty with an honorarium as negotiated between the two parties.
2. Faculty will be offered a choice of a waived meeting registration fee or an honorarium equivalent to the registration fee.
3. No additional amounts connected with the preparation of manuscripts or illustrative materials, including duplications, slides, etc., used in the faculty's presentation will be paid.
4. The LAFP is required by the Federal Government to issue Form #1099-MISC to each faculty that receives money from the LAFP. This is related to honoraria only. Your Social Security Number and Date of Birth are required.

TRAVEL

1. If traveling by air, LAFP will reimburse the lowest round-trip coach fare available 30 days prior to presentation date.
2. Travel by automobile is reimbursed at \$0.545 per mile, only to and from the engagement, and only up to and not exceeding equivalent airfare. *Note: Mileage reimbursement will fluctuate based on IRS guidelines.*
3. No reimbursement for auto rentals/mileage incurred onsite or travel related repair work is permitted.
4. Airport parking, shuttle services and on-site parking will also be reimbursed by LAFP (for 2 days – presentation & travel day).
5. When faculty lives in the convention city, no transportation expenses will be paid.
6. It is the faculty's responsibility to make your own travel arrangements.

ACCOMMODATIONS

1. The LAFP will reimburse for one night's hotel lodging at the cost of the published single room hotel rate at the convention hotel.
2. Room block details will be provided to all faculty members.
3. Faculty is responsible for making their own room reservation by contacting the hotel directly.
4. When faculty checks out of the hotel, he/she will pay or accept the charges on the bill.
5. When faculty lives in the convention city, no lodging will be paid.

MEAL REIMBURSEMENT

1. The LAFP will reimburse faculty for meals, at a maximum amount of \$50 per day (itemized receipts required), enroute and during the day(s) he/she is required to be in the convention city for the LAFP program.
2. When faculty lives in the convention city, no meal expenses will be paid.

INCIDENTALS

1. The LAFP reimburses faculty for tips and airport parking fees for the day(s) the faculty is required to be at the meeting by reason of his/her appearance on the program.

NON-REIMBURSABLE ITEMS

The LAFP 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.

It is the policy of the Louisiana Academy of Family Physicians (LAFP) to only pay expenses and honorarium to faculty 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.

All compensation and reimbursement will be paid to the faculty member in the form of a check issued by the LAFP once a completed faculty reimbursement voucher is submitted. Voucher is due within 30 days after the activity. Any expenses received after 30 days will not be honored. It is understood that the faculty 's expense check must clear the LAFP checking account within 90 days. If not, LAFP reserves the right to stop payment.

NOTE: THE LOUISIANA ACADEMY OF FAMILY PHYSICIANS REQUIRES ALL FACULTY TO READ, SIGN AND RETURN THAT THEY UNDERSTAND THE LAFP EDUCATIONAL FACULTY TRAVEL GUIDELINES.

Faculty Signature

By signing this form, I agree that I have read the contents of the LAFP Educational Faculty Travel Guidelines and agree to the terms it contains.

Signature: _____

Date:_____

Print Name: _____