

## Orthopedic Surgery Controversies 2010

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# Memorandum: Course Faculty

**From:** Orthopedic Surgery Controversies 2010

**Date:** April 2010

**Re:** Faculty Travel Guidelines and Reimbursement Policy for Orthopedic Surgery Controversies 2010

We again this year plan to reimburse the faculty according to AANA policy, as below.

1. Regularly scheduled commercial coach 21 day advance purchase air travel and necessary taxi or limo ground transportation from home and return will be reimbursed, from an airport within 100 miles of your home. First class, business class, or flight upgrades will not be reimbursed (exception: European faculty, 21 day advance business class only, no upgrades)
2. Transportation by personal automobile will be reimbursed at the rate of \$.585 per mile, if driving to and from the meeting. Car rental for transportation will be maximally reimbursed **only** at the taxi rate for a trip to and from your arrival airport and the meeting hotel.
3. Lodging expenses will be reimbursed. ***Please contact Silverado Resort directly at 1-800-532-0500 to make your own reservation and mention "Orthopedic Surgery Controversies 2010" to ensure the reduced room rate.*** Lodging expenses will also be reimbursed at the convention rate for the basic hotel room, if acquired at an outside hotel. Food and meals will be reimbursed up to a maximum of \$50 per day. Dinner will not be reimbursed on the night of the faculty dinner, since faculty is invited at no cost. Any single expense item over \$25 must be documented by receipts.
4. An extra day may be reimbursed to faculty members if this day is necessary for travel. All actual faculty expenses shall be itemized by the faculty member and submitted on the appropriate OSC 2010 voucher for reimbursement. Expenses of a faculty member's family, and personal expenses (movies, health club, and recreational activity) will not be reimbursed.