Funded Regulator
 Expense Reimbursement Guidelines

Congratulations on being a funded regulator for the 2015 Financial Summit. We hope you enjoy the conference. Each state is allowed two funded regulators. Other regulators from the states may attend at their Department’s discretion and expense.

In order to expedite your reimbursement following the conference, we have provided you with reimbursement guidelines below. Expense reports are due by June 30, 2015. Receipts are required for all expenses.

CONFERENCE REGISTRATION

As indicated in the original notification, your conference registration fees have been waived by the NAIC. The cost of conference registration includes breakfast and lunch all three days. Registration through the NAIC Web site is processed by NAIC staff.

HOTEL

Three nights at the Kansas City Marriott Downtown will be paid directly by the NAIC. NAIC Staff will register you for the hotel arriving May 26 and departing May 29. When checking into the hotel, a credit card will be required, but that is for incidentals, not for the cost of the room. However, if you are staying additional nights, you will be responsible for those charges. Unless you have contacted the NAIC Financial Summit staff in advance and received approval for alternate arrangements, you should not need to request reimbursement for hotel expenses.

AIRFARE

NAIC will reimburse reasonable airfare and MUST be booked through Kay Pierce at Acendas. The lowest airfare is expected to be booked; exceptions to lowest airfare will be submitted by Acendas to NAIC staff for approval. Please provide your legal name as it appears on your driver’s license or photo ID. Note that NAIC will not reimburse additional costs associated with changes to flights. Hence, the extended booking deadline.

Kay Pierce
(800) 722.6602, ext. 393
(913) 671.7700, ext. 393

Airfare MUST be booked by MAY 1, 2015.
GROUND TRANSPORTATION

Transportation to and from the airport is expected to be approximately Super Shuttle $20 or Cab $50 each way. These charges may be included on your expense report as detailed below.

OTHER EXPENSES

An expense report can be submitted for travel expenses up to $217 in total as follows:

- Meals with the following qualifications:
  - If the meal is provided as a part of the conference program, no other reimbursement is permitted. (Breakfast and lunch is provided all three days.)
  - Meal reimbursement limits are as follows: Breakfast - $12; Lunch - $18; Dinner - $31. Reimbursement, however, is based upon the actual amount incurred, not to exceed the above limits. Receipts are required.
  - All meal reimbursements require receipts be submitted. The NAIC does not operate on a per diem basis.
- Other reasonable travel related expenses such as baggage fees, mileage to/from home airport, or home airport parking. Receipts required.

If you have any questions as to whether or not an expense is reimbursable, please contact Linda Hunsucker (lhunsucker@naic.org) or contact an onsite staff member at the Financial Summit Registration area during the Summit. Receipts are required.

Expense reports with receipts must be submitted to Linda Hunsucker by June 30, 2015. An original expense report with original receipts is required unless reimbursement is to your state. Then copies are allowed. Originals may be mailed to the address below. NAIC reserves the right to refuse any requests received after this date.

Mailing address:
Linda Hunsucker
NAIC
1100 Walnut, Suite 1500
Kansas City, MO 64106-2197

If you have any questions, please contact:
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