

Speaker Reimbursement Terms and Conditions

1. Eligibility
 - Speakers eligible for reimbursement must be officially invited and confirmed by the event organizers.
 - Only expenses directly related to the speaking engagement will be considered for reimbursement.
2. Submission of Expenses:
 - All expense receipts must be submitted by the end of the following month of the completion of the speaking engagement.
 - Receipts should be clear, legible, and itemized, indicating the date, vendor, and a detailed description of each expense.
 - Along with the receipts, speakers are required to provide their bank details for reimbursement. This should include the exact name as it appears on their bank information, account number, IBAN number/BIC code (where applicable), and any other necessary details for accurate and timely reimbursement. Failure to provide complete and accurate bank details may result in delays in processing the reimbursement.
3. Approved Expenses:
 - Reimbursement will be considered for reasonable and necessary expenses, including:
 - Travel expenses (airfare, train, bus)
 - Accommodation expenses
 - Local transportation (e.g., taxis, public transit)
4. Currency and Exchange Rates
 - All expenses should be submitted in the currency in which they were incurred.
 - Exchange rates will be based on the rates applicable on the date of the expense.
5. Cancellation:
 - In the event of a cancellation, the speaker must inform the organizers as soon as possible.
 - Expenses already incurred may not be eligible for reimbursement upon cancellation.
6. Changes to Terms:
 - These terms and conditions are subject to change without notice. Changes will be communicated to speakers in a timely manner.
 - By accepting an invitation to speak, speakers acknowledge and agree to abide by these terms and conditions for reimbursement. The event organizers reserve the right to make exceptions to these terms under special circumstances.