



Appendix P: Speaker and Travel Reimbursement Qualifying Criteria

Speaker Reimbursement

The Purdue Alumni Association will reimburse alumni clubs for speaker fees, travel, and/or accommodations up to \$250 per club per fiscal year (July 1 – June 30). To be eligible, alumni clubs must meet all annual requirements outlined in the Club Handbook.

Qualifying speakers include:

- Current or former Purdue students
- Purdue alumni
- Current or former Purdue faculty/staff members

Reimbursement requests not meeting the criteria listed above should be directed to the Director of Regional Alumni Outreach and Engagement before securing the speaker. All decisions are at the Director's discretion.

The following do not qualify for speaker reimbursements:

- Prospective or current Purdue student-athletes
- Purdue Pete
- Club leaders or their immediate family members

The following are considered eligible expenses:

- Speaker fees
- Airfare including taxes, surcharges, service fees, agent fees, etc.
- Hotel room including taxes, parking, etc.
- Shuttle, taxi, or vehicle rental (including taxes), from airport to event site
- Mileage allowance for use of personal vehicle (rate determined in compliance with IRS regulations)

The reimbursement will be for actual eligible expenses incurred but not to exceed a maximum of \$250 per club per fiscal year (July 1 – June 30).

For reimbursement, please submit a separate Payment Request Form and indicate, "Request for Speaker Reimbursement" in the description. Alumni club leaders are required to submit copies of receipts in order to request a reimbursement of fees, travel, and accommodations. Return completed form, including receipts, to Courtney Magnuson at cmagnuson@purdue.edu.

Travel Reimbursement for Alumni Leaders Conference

The Purdue Alumni Association will reimburse alumni clubs for travel and accommodations up to \$250 per club per fiscal year (July 1 – June 30) to attend the Alumni Leaders Conference. Please note space may be limited. To be eligible, alumni clubs must meet all annual requirements outlined in the Club Handbook.

The following are considered eligible expenses:

- Airfare including taxes, surcharges, service fees, agent fees, etc.
- Hotel room including taxes, parking, etc.
- Shuttle, taxi, or vehicle rental (including taxes), from airport to event site
- Mileage allowance for use of personal vehicle (rate determined in compliance with IRS regulations)

The reimbursement will be for actual eligible expenses incurred but not to exceed a maximum of \$250 per club per fiscal year (July 1 – June 30).

For reimbursement, please submit a separate Payment Request Form and indicate, “Request for Travel Reimbursement to ALC” in the description. Alumni club leaders are required to submit copies of receipts in order to request a reimbursement of travel, and accommodations. Return completed form, including receipts, to Courtney Magnuson at cmagnuson@purdue.edu.