

Policy for reimbursement of MASCC members, staff and others, participating in Board and Annual Meetings

MASCC/ISOO Board members:

- Registration to the Annual Meeting is waived.
- Up to 2 hotel nights are covered, if the member arrives the day before the Board Meeting, otherwise only one night.
- Reimbursement travel rules are: a) same continent – up to US \$ 1,500, b) trans-Atlantic – up to US \$ 2,000, & c) Asia/Australia – up to US \$ 3,000. Only the price for “economy” (obtained at least 14 days prior to departure) is approved, whatever class might be used.
- Airport transportation is reimbursed.
- Reimbursement is contingent upon a) active participation in Board meetings and calls, b) members are in good standing, & c) expense report sent to the Meeting Organizer, Kenes International within 4 weeks (electronic reports are preferred).

Annual Meeting: Invited Speakers:

- Workshop registration is waived for the workshop speakers, and Annual Meeting registration is waived for Annual Meeting speakers.
- Up to 3 hotel nights are covered (can be added to other granted hotel nights).
- Travel reimbursement rules are the same as for Board members.
- Expense report is to be sent to the meeting Organizer, Kenes International within 4 weeks (electronic reports are preferred).
- PS: Proffered paper speakers are not reimbursed.

Workshop Speakers/Chairs and Annual Meeting Session Chairs:

- From 2014, workshops are part of the main meeting.
- MASCC members who are Workshop speakers and/or Chairs do not get their travel reimbursed
- Travel reimbursement for invited*), non-MASCC member Workshop speakers is the same as for Board members, and one hotel night is reimbursed.
- For Workshop Session Chairs, the workshop registration is waived, - and for Annual Meeting Chairs the Annual meeting registration is waived.
- The Program Committee is encouraged to assign invited workshop speakers to be Session Chairs.

Staff:

- Registration to the Annual Meeting and workshops is waived.
- Travel reimbursement rules are the same as for Board members.
- Up to 5 hotel nights are approved (>5 nights, approval by the ED).
- Allowances are not granted.
- Electronic expense report to be sent to the Meeting Organizer, Kenes International, within 4 weeks (electronic reports are preferred).

*) As Mucositis Study Group workshop has proffered papers as well as invited speakers we need to clarify: Proffered paper speakers don't get free registration/travel/hotel.

National Cancer Supportive Care Organizations, recognized by MASCC:

- For affiliated organizations that wish to organize a session at a MASCC Annual Meeting, a room with AV at the conference venue will be provided free of charge, subject to space availability.
- Free registration for up to 3 speakers will be granted.
- Any additional costs are entirely the responsibility of that organization. There will be no reimbursement of expenses by MASCC or the conference organizer for that session e.g. travel or accommodation.

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