



Merchandise Mart
Properties, Inc.

CONFERENCE SPEAKER EXPENSE GUIDELINES

MMPI Canada is pleased to have you speak at the upcoming conference. Outlined below are corporate guidelines that have been established in regards to speaker's expenses.

- 1) Expenses that qualify for reimbursement include the following:
 - Airport parking receipts
 - Taxi fares to and from the conference city airport to hotel
 - Meals up to \$40.00/day. There is a per diem of \$40.00 maximum, per day for meals. Please submit receipts for reimbursement.
 - Car rentals (if required and approved by MMPI Canada)
 - Hotel for the night before the speaker is scheduled. Any additional hotel nights must be approved by MMPI Canada
 - Airfare: Economy flights only; any upgrades will be at the expense of the speaker. Receipts required. Please note that using travel points for your flight do not qualify for compensation.

- 2) If you traveling to the conference city from your home town, MMPI Canada will coordinate and pay for your hotel and economy airfare. Sometimes it is more convenient for a speaker to arrange these details directly. In this instance, the speaker will be reimbursed for these expenses. MMPI Canada would be pleased to offer any assistance with regards to travel when required.

- 3) Submission of expenses must be provided within 30 days following the conference for reimbursement. A cheque will be mailed to you shortly thereafter. Please submit expenses to:
Mary Larose
MMPI Canada
Suite 602 – 1788 West Broadway
Vancouver, BC V6J 1Y1

Items NOT covered by MMPI Canada:

- Hotel incidentals (movie rental, internet, phone calls)