

SPEAKER EXPENSE FORM
2012 Spotlight on Sales Compensation
Chicago, IL

2012 Speaker Expense Policy

Thank you for volunteering to speak at the 2012 Spotlight on Sales Compensation. In appreciation, WorldatWork will pay for the following:

- **Hotel Room and Tax:** Please refer to your acceptance e-mail indicating how many nights will be covered.
- **Conference Registration** to include selection of workshops, breakfasts, luncheons and receptions.

WorldatWork will not accept any expense report for reimbursement after October 5, 2012.

Payable to: _____ Due Date: October 5, 2012

Mail check to: _____ Submission Date: _____

WorldatWork will reimburse you for the following expenses. Please attach receipts.

HOTEL

Please refer to your acceptance e-mail to verify if WorldatWork will reimburse for hotel expenses and how many nights will be covered. You must book at the approved conference host hotel (Westin Chicago River North) to receive reimbursement and the hotel bill must be attached to your reimbursement form.

of Nights _____ X Hotel Group Rate + tax = \$ _____

Total Reimbursable Expenses \$ _____

NON-REIMBURSABLE ITEMS

MEALS (other than those provided with your Conference registration)

AIR AND GROUND TRANSPORTATION

REGISTRATION FEES AND RECEPTIONS FOR GUESTS

PRESENTATION MATERIALS

- Cost for producing slides
- Cost for producing transparencies

RETURN TO: Mindy Christakes
Event Management
WorldatWork
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Scottsdale, AZ 85260

or: mindy.christakes@worldatwork.org
