

American Academy of Sleep Medicine Foundation Reimbursement Guidelines

AASM Foundation Sleep Research Program for Advancing Careers and Young Investigators Research Forum 2026

April 19-21, 2026

Chicago, IL

Faculty Guidelines

Travel expenses incurred while participating in meetings and activities related to or on behalf of the AASM Foundation will be paid for by the AASM Foundation if the expenses are reasonable, properly approved, and documented. The AASM Foundation's policy covers reimbursement for travel. It also details the documentation required and the authorizations needed for reimbursement.

Guidelines for Reimbursement

- The AASM Foundation will pay sustenance and transportation expenses of AASM Foundation of trainees and fellows (individuals) specifically requested to attend the Sleep Research Program for Advancing Careers and Young Investigators Research Forum 2026.
- Sustenance expenses are expected to commence no earlier than the evening preceding the scheduled event or continue beyond the morning after the conclusion of the event.

Mode of Travel

1. Air Travel and Train Travel - Individuals will book airfare or train travel through their preferred travel agency. Airfare or train travel will be reimbursed, provided **reservations are made at least 21 days in advance (March 21, 2026)** for coach seating on common carriers. **Round-trip travel may not exceed \$600**. The individual assumes responsibility for the difference in price for tickets purchased outside these guidelines. Change fees, cancellation fees, and reissue fees will be reimbursed one time up to a maximum of \$100.
2. Car Travel - If the individual chooses to drive instead of flying, reimbursement within a 500-mile radius will be at the current IRS mileage rate. If the destination is more than 500 miles away, the AASM Foundation will reimburse the lesser of mileage or the lowest airfare, unless the Managing Director grants an exception.
3. Rideshare – A UBER travel voucher between O'Hare airport/Midway airport and The Westin Michigan Avenue Chicago will be provided for all individuals.
4. Public Transportation – Local public transit travel between O'Hare airport/Midway

airport and The Westin Michigan Avenue Chicago will be reimbursed.

The AASM Foundation will not reimburse for the use of limousines, car rentals, or other special transportation.

Meals

When a meal is provided at the event, (including continental breakfast, lunch, buffet, or dinner provided by the AASM Foundation) no reimbursement for the associated meal will be made. For meals not included in the event, the individual will be reimbursed for all moderate meal expenses, not to exceed \$60 per person for dinner, \$40 per person for lunch, and \$25 per person for breakfast. Requests for reimbursement of meals must have a detailed receipt, which itemizes the meal expenses, included with the request.

Communications

The AASM Foundation will reimburse a maximum of \$25 per day for the use of telephone and/or Internet services.

Reimbursement Form & Receipts

At the end of the meeting, a reimbursement form via AASM/AASM Foundation [Ramp](#) should be completed detailing all out-of-pocket expenses that would be reimbursed by the AASM Foundation under these guidelines. All receipts, along with any special approvals, must be attached (originals or copies).

Acceptance of Guidelines

Individuals that attend the Sleep Research Program for Advancing Careers and Young Investigators Research Forum 2026 must agree to adhere to all the above reimbursement guidelines. Individuals that cannot commit to these guidelines should not participate in the meeting.