



SMSNA Regional Interest Group (RIG) Reimbursement Policy

To support educational and professional development at the regional level, the Sexual Medicine Society of North America (SMSNA) provides limited financial support for Regional Interest Group (RIG) activities. The following policy outlines the terms and conditions for reimbursement of eligible RIG expenses:

Annual Reimbursement Limit

Each RIG is eligible for reimbursement of up to \$2,000 per calendar year.

A maximum of \$1,000 may be reimbursed per meeting or event. This limit applies regardless of the total event cost.

Eligible Expenses for Reimbursement

Reimbursement is limited to the following categories:

- Audio/visual equipment and meeting support services
- Food and beverages
- Room rental fees

All expenditures must be reasonable and appropriate for a professional educational setting.

Pre-Approval Requirement

Prior approval from SMSNA is required before the event takes place.

RIGs must submit a brief description of the proposed event, including:

- The date, location, and purpose of the event
- An overview of anticipated expenses

Reimbursement Process

RIGs must submit a reimbursement request after the event.

All requests must include:

- Itemized receipts for each expense
- A completed **RIG Event Report & Attendance Submission**, including:
 - A summary of the event
 - Total attendance
 - The names and email addresses of all attendees
 - Any relevant outcomes or highlights

Reimbursement is contingent upon the SMSNA office receiving all required post-event documentation.

Reimbursement requests will not be processed until all required submissions have been received and reviewed.

Prohibited Uses

SMSNA funding may not be used for:

- Speaker honoraria of any kind
- Speaker travel, lodging, or related expenses
- Gifts, promotional items, or non-essential supplies
- Any expense that is not explicitly listed as eligible above