



## **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 summary of the event, including attendance numbers and any relevant outcomes

### **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