



SOMA Speaker and Lab Faculty Travel Reimbursement policy

(Updated 2025)

Speaker Benefits & Communication –

- Track Leaders can assist you in determining if speakers are eligible to accept SOMA travel benefits. ***SOMA requests that each active military speaker be funded by their respective units, if possible.***
 - Speakers and Faculty receiving DoD (unit) funding for travel (DoD) for their full cost of travel are not eligible for reimbursement.
 - DoD members receiving more than \$50 reimbursement from SOMA must consult their command and JAG regarding required paperwork and approval preventing violation of the Uniformed Code of Military Justice.
- To be reimbursed for lodging, speakers/faculty are required to use the SOMA hotel block at designated hotels and will not be reimbursed for other lodging without prior approval from SOMA Executive Board.
- Each lab receives up to two faculty that may receive travel reimbursement. Preference will be given to active-duty medics or civilian paramedics for this reimbursement.
 - Any expenses for the shipping or transport of lab equipment should not be claimed on personal travel reimbursement and should be included in the cost of the lab.

Active Duty Enlisted/Medics or Civilian Paramedics

- All speakers (including research podium and poster presentations) receive complimentary registration for the conference. Registration will open around February 7 and a link will be posted on the website. Please use the following coupon code on the payment screen when registering: **25speaker**. **All speakers must register by April 15**. If you are also a board member or program committee member, you will receive your code separately.
- Any Active Duty Enlisted/Medic or Civilian Paramedic providing a lecture 30 minutes or more at SOMA is eligible for travel reimbursement. This travel reimbursement does NOT apply research podium and poster presentations, as they are less than 30 minutes. Using speakers for multiple presentations is encouraged.
- Speakers eligible to accept travel benefits from SOMA will receive:
 - Hotel for the night before and night of their lectures, up to two nights' unless otherwise approved by the SOMA Executive Board. Speakers can get their full hotel cost covered (up to 5 nights) if sharing a room with another medic/speaker.
 - Airfare or mileage up to \$600.00 domestic/\$1800 International
 - Baggage fees up to \$50.00 each way (receipt required)
 - \$150.00 towards ground transportation/parking costs. Rental cars are not eligible for reimbursement.

All Other Speakers (non-medic)

- All Speakers will receive complimentary conference registration. Registration will open around February 7 and a link will be posted on the website. Please use the following coupon code on the payment screen when registering: **25speaker**. **All speakers must register by April 15**.
- Non-medic speakers, who are active SOMA members and providing one or more lectures of at least 30 min each, will be eligible for travel reimbursement. Non-member speakers will NOT receive travel reimbursement but are encouraged to become a SOMA member and then be eligible for travel reimbursement. Using speakers for multiple presentations is encouraged.
- Speakers eligible to accept travel benefits from SOMA will receive:
 - Hotel for the night before and night of their lectures, up to two nights' unless otherwise approved by the SOMA Executive Board.
 - Airfare or mileage up to \$600.00 domestic/\$1800 International
 - \$150.00 towards ground transportation/parking costs. Rental cars are not eligible for reimbursement.

SOMA Travel Agency

For any speaker needing assistance with booking travel that SOMA will cover, you may contact the SOMA Travel Agents to book airfare:

Segale Travel Service at 1-800-841-2276 and speak with Kathy at ext. 536 or you may email Kathy at kathyj@segaletavel.com

Hotel: - **DEADLINE TO BOOK IN BLOCK RATE IS APRIL 11**

Please book your hotel by using the link below. If SOMA is covering two night's accommodation please send your confirmation number to the Sean Hewitt, Meetings Director at shewitt@kellencompany.com. SOMA will provide billing instructions to the hotel to cover two nights room and tax. If you need any assistance with booking a reservation please reach out to Sean.

Raleigh Marriott City Center Per Diem booking link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1730145042144&key=GRP&guestreslink2=true>

Raleigh Marriott City Center SOMA Room block rate booking link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1730144854085&key=GRP&guestreslink2=true>

Sheraton Per Diem rate booking link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1730140137127&key=GRP&guestreslink2=true>

Sheraton SOMA Room Block rate booking link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1730139617430&key=GRP&guestreslink2=true>

Presenter Benefits Summary

| | SOMA member | Non-member |
|--|--|---|
| Medic (mil or civ) | Complimentary full conf registration | Complimentary full conf registration |
| Presentation < 30 minutes | Lodging and travel on own | Lodging and travel on own |
| Presentation >= 30 minutes | Lodging 2 nights Airfare up to \$600 | Lodging 2 nights Airfare up to \$600 |
| Other than medic (MD, PA, RN, PhD, etc) | Complimentary full conf registration | Complimentary full conf registration |
| Presentation < 30 minutes and / or only one presentation | Lodging and travel on own | Lodging and travel on own |
| Two Presentations >= 30 minutes | Lodging night before and after presentation Airfare up to \$600 | Lodging and travel on own |

2025 Track Leaders:

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|-------------------|-------------------|--|
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| ARCS | Andrew Schaffrina | andrew.schaffrinna019@gmail.com |
| Brain Health | Todd Cesear | todd.a.cesar.mil@health.mil |
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