



SOMA Speaker and Lab Faculty Travel Reimbursement Policy

(Updated February 2026)

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 in February, and more information will be shared with you at that time. **All speakers must register by April 1.**
- 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 to 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 in February, and more information will be shared with you at that time. **All speakers must register by April 1.**
- 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

SOMA provides access to a travel agent in order to assist individuals with arrangements if needed. This year we have partnered with World-Wide Travel Associates. It is not a requirement to use SOMA's travel agent, however, reimbursable limits will be adhered to regardless of how the flight is booked. If you are using World-Wide Travel, please complete the information found in this [link](#) and a travel agent will reach out and work with you to find flights that will work for you. If you have any questions or need to contact the travel agents after booking, please email soma@wwtinc.com.

Hotel: - DEADLINE TO BOOK IN BLOCK RATE IS FRIDAY, APRIL 03, 2026

Please book your hotel by using the link below. If SOMA is covering two night's accommodation please send your confirmation number to the Caroline Shell, Meetings Manager at cshell@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 Caroline.

***Please note that hotel room blocks are currently closed and will open when registration opens. We'll send an announcement once both are available.**

Raleigh Marriott City Center Per Diem booking link: [MARRIOTT PER DIEM RATE](#)

Raleigh Marriott City Center SOMA Room block rate booking link: [MARRIOT GROUP RATE](#)

Sheraton Per Diem rate booking link: [SHERATON PER DIEM RATE](#)

Sheraton SOMA Room Block rate booking link: [SHERATON GROUP RATE](#)

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

2026 Track Leaders:

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