

**INTERNATIONAL GUILD COUNCIL  
SPEAKER REIMBURSEMENT POLICY**

In support of the International Guild Council's education and outreach efforts, the American Gem Society (AGS) shall reimburse speaker travel costs for up to two (2) speakers per Guild each AGS fiscal year (Dec-Nov) as provided below.

**Speaker Reimbursement.** The Guild Treasurer shall coordinate and process speaker reimbursements. The maximum reimbursement per meeting is \$750.00 for travel expenses including lodging, airfare or other transportation costs, and meals, with an annual maximum reimbursement per Guild of \$1,500.00.

To discuss individual Guild requests, please contact our Experience team at [experience@ags.org](mailto:experience@ags.org) or 866.805.6500.

**Reimbursement Process:**

- Guild leadership sends speaker request to GDC for approval/denial.
- For member speakers, the Experience team shall review and approve/deny the speaker request. For non-member speakers, the Experience team shall submit the speaker request on behalf of the Guild to the AGS Director of Membership Strategy and Experience for review and approval/denial.
- Approved speaker submits invoice/expense report to Guild Treasurer for processing and payment.
- Guild Treasurer reviews all speaker invoices/expense reports and processes payments through the respective Guild bank account. Reimbursements are limited to balance in Guild bank account.
- Guild Treasurer invoices AGS for reimbursement of speaker expenses per policy.
- AGS issues reimbursement check to the International Guild Council to be deposited by Guild Treasurer in the respective Guild's bank account.

**1099 Process.** The 1099 requirement will be determined based on the following:

- 1099 Not Issued –
  - Documentation provided by speaker includes expense report signed by speaker along with photocopies of receipts to support all amounts approved for reimbursement (hard copy or electronic means), or
  - Invoice(s) approved for payment during respective calendar year are below IRS threshold requirement for 1099 reporting.
- 1099 Issued –
  - Invoice from speaker provided with no signed expense report and/or some/all supporting receipts not provided, and
  - Such invoice(s) approved for payment [no signed expense report and/or some/all supporting receipts not provided] during respective calendar year exceed IRS threshold requirement for 1099 reporting.

**Effective Date: 12/1/2022**