

2025 Travel Policies

These policies apply to all LPL Financial-hosted conferences.

Airline and Train Ticket Arrangements

- Complimentary airline and/or train tickets provided by LPL Financial, including complimentary tickets for guests at Institution Summit, Masters, Illuminate, and Advisor Summit, must be ticketed through the official conference travel partner.
- Complimentary roundtrip, economy airfare is based on the lowest, logical route. Direct flights are not guaranteed.
- If qualifiers would like to fly with guests but do not want to book guest tickets through the official conference travel partner or are planning to use frequent flyer miles to purchase their tickets, please contact Conference Experiences before booking. Our travel partner will try to secure a seat for the qualifier on the same flight as their guest(s).
- Complimentary tickets must be booked by the conference ticketing deadline, or the qualifier will be responsible for cost variances.
- Ticketing deadlines:
 - Institution Summit: Friday, February 28, 2025
 - Masters: Friday, March 21, 2025
 - Illuminate: Friday, May 9, 2025
 - Focus: Friday, July 11, 2025
 - Advisor Summit: Friday, August 8, 2025
 - Elevate: Friday, October 10, 2025
- Reimbursements will not be processed for tickets booked outside of the official conference travel partner, use of personal frequent flyer miles, or use of flight credits.
- Arrival and/or departure dates must fall within official conference dates. If the qualifier's arrival and/or departure dates extend beyond official conference dates, the qualifier is responsible for any variance in cost.
- Travel must originate from and return to the qualifier's hometown (i.e., no multi-city itineraries). Any additional costs incurred due to stopovers or route modifications made for the convenience of the traveler will be at the qualifier's expense.
- If an airline or train ticket provided by LPL Financial is not used by a qualifier due to registration cancellation, the value of the ticket will be reported as income on their 1099-NEC or W-2.
- If guest airfare provided by LPL Financial is not used for the conference (e.g., Masters, Institution Summit, Illuminate, or Advisor Summit), the qualifier will have the value of the guest airfare reported as income on their 1099-NEC or W-2.
- Airline preferences may be provided to the official conference travel partner; however, they are not guaranteed. Based on the availability of lower-cost providers, the qualifier may not receive their preferred airline. If the qualifier chooses to fly their preferred airline instead of the lower-cost provider, the qualifier has the option to pay the variance between a lower-cost provider and their preferred airline.
- LPL Financial does not cover the cost of or reimburse for gas, tolls, airport/train station parking, baggage fees imposed by airlines or trains, or ground transfers between the qualifier's home/office and airport/train station.

Ground Transfers in Host Cities

- LPL Financial provides complimentary airport shuttle service for all conference attendees on specific dates during specific hours to and/or from official hotels for Institution Summit, Masters, Illuminate, Focus, Advisor Summit, and Elevate. All registered attendees—including non-qualifying clients, client staff, and guests—may take advantage of this complimentary service and are advised to book flights that arrive and/or depart within the shuttle hour windows (published in advance of ticketing on the conference registration website). If conference attendees elect to arrive or depart on dates or at times when complimentary shuttle service is not provided, they are responsible for the arrangement and cost of alternative transfers.
- Complimentary shuttle service is provided solely for airport arrivals and departures on specific dates listed on the conference registration website. If a qualifier uses a train benefit in lieu of air, they may submit receipts for reimbursement showing transfers between the train station and official conference hotel if the transfers occurred on the same days as the provided airport shuttle service.
- LPL Financial does not cover the cost of or reimburse for rental cars, gas, tolls, or ground transfers booked on one's own to and/or from official hotels (unless a qualifier is traveling by train as indicated above).

Mileage and Parking Reimbursement

- For qualifiers who elect to drive to a conference in lieu of using an air or train benefit, mileage reimbursement for 2025 is \$.70/mile and may not exceed 1,000 total miles or the cost of a roundtrip economy airline ticket purchased through the official conference travel partner by the ticketing deadline (whichever is less). Calculations are based on mileage or air travel between the qualifier's nearest hometown airport and conference location (i.e., no multi-city itineraries allowed).
- If a qualifier is local and not using an air/train benefit or a hotel benefit (i.e., commuting from home daily), LPL Financial will reimburse daily commuting expenses at \$.70/mile up to 1,000 total miles.
- For Institution Summit, Masters, Illuminate, Focus, Advisor Summit, and Elevate, overnight parking will also be reimbursed for qualifiers who drive and do not use their air benefit. The total cost of mileage and parking must not exceed the cost of a roundtrip economy airline ticket purchased through the official conference travel partner by the ticketing deadline. Parking receipts must be submitted with mileage reimbursement requests. LPL Financial will not reimburse overnight parking for a rental car if the qualifier uses an air benefit and then rents a car on their own.
- Reimbursements are credited through commissions statements. For Institution qualifiers, checks can be requested.
- To receive mileage and/or parking reimbursement for attending a conference, the qualifier must complete the online LPL Financial Mileage Reimbursement Form. Reimbursements received after the dates below will not be processed.
- Mileage reimbursement deadlines:
 - Institution Summit: Friday, April 18, 2025
 - Masters: Friday, May 16, 2025
 - Illuminate: Friday, June 27, 2025
 - Focus: Friday, August 29, 2025
 - Advisor Summit: Friday, September 26, 2025
 - Elevate: Friday, November 28, 2025

- Reimbursements are processed six (6) weeks after the deadlines listed above.

Hotel Accommodations

- Qualifiers must use complimentary room nights at an official conference hotel, and the reservation must be booked through the official conference travel partner. LPL Financial does not cover or reimburse for rooms booked at non-official hotels, outside of the official conference travel partner, or through other third-party travel agents and/or websites not affiliated with the conference (e.g., Travelocity, Expedia, promotional rates offered on hotel websites). LPL Financial covers room and tax only for designated nights within official conference dates. If benefit nights are applied before or after official conference dates, the qualifier is subject to having the value of those benefit nights reported as income on his or her 1099-NEC or W-2.
- Standard rooms with varying bedding types are reserved for all guests. Upgraded room requests (e.g., suites) or specific bedding requests (e.g., king bed, double beds) must be made through the official conference travel partner, are based on hotel availability, and are not guaranteed.
- Incidentals are the qualifiers responsibility. This includes, but is not limited to, hotel parking (unless coupled with a mileage reimbursement request for qualifiers who elect to drive instead of fly or take the train); housekeeping and portage (unless noted on the registration site); upgraded room requests (e.g., suites); or additional expenses incurred as a result of having more than two adults in a room (occupancy fees vary by hotel).

Guest Registration and Travel Arrangements

- Guest registrations are defined as non-industry attendees (e.g., spouse, significant other, friend, and/or children).
- Only registered clients are permitted to attend general sessions and breakout sessions. Guests, including children, are not permitted to attend general sessions or breakout sessions.
- The value of guest benefits provided by LPL Financial for Institution Summit, Masters, Illuminate, and Advisor Summit will be reported as income on the qualifier's 1099-NEC or W-2.
- While many evening activities aim to be family-friendly, babysitting services are not provided at any LPL Financial-hosted conferences. Qualifiers are responsible for the care and supervision of any minor(s) traveling with them.

Cancellation and Change Fees

- Cancellation policies, dates, and applicable fees are outlined on each conference registration website.
- Airfare and train tickets are non-transferable. Once booked, the airline or train carrier will charge applicable change fees, cancellation fees, upgrades, and/or differences in fare. Any fees incurred because of the cancellation and/or change are the responsibility of the qualifier/guest.
- If an airline or train ticket booked through the LPL Financial official conference travel partner is not used by a qualifier due to registration cancellation, the value of the ticket will be reported as income on their 1099-NEC or W-2.
- If guest airfare is ticketed but not used for Institution Summit, Masters, Illuminate, or Advisor Summit (i.e., due to cancellation), the qualifier will have the value of the guest airfare reported as income on their 1099-NEC or W-2.

Hotel, Airfare, and Train Billing Errors

- Qualifiers that receive complimentary room nights should verify that all room charges are correct before departing the hotel. Should a billing error on your room folio or credit card be found, qualifiers must contact LPL Financial's official travel partner within 30 days from official conference dates to have this error corrected. If the qualifier does not contact the official conference travel partner by the billing error deadline, refund requests will be denied, and all charges will be final.
- Qualifiers that receive complimentary airline or train tickets should check the ticketed itinerary to verify all charges are correct. Should a billing error be found, qualifiers must contact LPL Financial's official conference travel partner within 30 days from official conference dates to have this error corrected. If the qualifier does not contact the official conference travel partner by the billing error deadline, refund requests will be denied, and all charges will be final.
- Billing error deadlines:
 - Institution Summit: Monday, May 5, 2025
 - Masters: Friday, May 30, 2025
 - Illuminate: Monday, July 14, 2025
 - Focus: Friday, September 12, 2025
 - Advisor Summit: Tuesday, October 14, 2025
 - Elevate: Friday, December 12, 2025

IRS and 1099-NEC/W-2 Reporting Requirements for Financial Clients

- In accordance with IRS reporting requirements, all non-business-related benefits provided by LPL Financial for the benefit of our financial clients are required to be reported as income on their 1099-NEC or W-2 tax forms. Taxable benefits related to non-business guests, such as airfare, meals, lodging, or event access, are considered part of the financial client's compensation. These amounts will be reported as additional income on the financial client's 1099-NEC or W-2 form. The guest will not receive a tax document for these benefits, as the tax responsibility falls solely on the financial client.
- If the financial client incurs incremental costs due to a guest's attendance that serve no business purpose at a conference (i.e. additional hotel room charges for double occupancy), those costs are considered a taxable event for the financial client. These taxable amounts will be reported as income on the financial client's 1099-NEC or W-2 and should be considered when planning for potential tax liabilities.
- If an airline or train ticket is provided by LPL Financial but not used by a qualifier due to registration cancellation, the value of the ticket will be reported as income on their 1099-NEC or W-2.
- If guest airfare is ticketed but not used for the conference (e.g., Institution Summit, Masters, Illuminate, or Advisor Summit), the qualifier will have the value of the guest airfare reported as income on their 1099-NEC or W-2.
- LPL Financial covers room and tax for one room only for designated nights within official conference dates. If benefit nights are applied before or after official conference dates, the qualifier is subject to having the value of those benefit nights reported as income on their 1099-NEC or W-2.

If you have questions regarding the 2025 Travel Policies, please contact LPL Financial Conference Experiences at Conferences@LPLFinancial.com. Please note that travel policies may vary per conference.