

2024 TRAVEL POLICIES

These policies apply to all LPL Financial-hosted conferences.

Airline/Train Ticket Arrangements

- Complimentary airline/train tickets provided by LPL Financial, including complimentary tickets for guests at Masters, Institution Services Summit, Illuminate, and 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 you want to fly with guests but don't want to book their tickets through the official 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 you on the same flight.
- Complimentary tickets must be booked by the conference ticketing deadline, or the qualifier will be responsible for cost variances.
- Ticketing deadlines:
 - Masters: Friday, February 9, 2024
 - Institution Services Summit: Friday, March 15, 2024
 - Illuminate: Friday, May 3, 2024
 - Focus: Friday, July 12, 2024
 - Summit: Friday, August 16, 2024
 - Elevate: Friday, September 6, 2024
- Reimbursements will not be processed for tickets booked outside of the official 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-MISC at the end of the year.
- If guest airfare provided by LPL Financial is not used for the conference (e.g., Masters, Institution Services Summit, Illuminate, or Summit) the qualifier will have the value of the guest airfare reported as income on their 1099-MISC at the end of the year.
- Airline preferences may be provided to the official 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 Masters, Institution Services Summit, Illuminate, Focus, 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're 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/train benefit, mileage reimbursement for 2024 is \$.67/mile and may not exceed 1,000 total miles OR the cost of a roundtrip economy airline ticket purchased through the official travel partner at least 30 days in advance of the conference (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., they are commuting from home daily), LPL Financial will reimburse daily commuting expenses at \$.67/mile up to 1,000 total miles.
- For Masters, Institutions Services Summit, Illuminate, Focus, 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 travel partner at least 30 days in advance of the conference. 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 Services 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:
 - Masters: Friday, March 29, 2024
 - Institution Services Summit: Friday, May 10, 2024
 - Illuminate: Friday, June 28, 2024
 - Focus: Friday, September 6, 2024
 - Summit: Friday, October 4, 2024
 - Elevate: Friday, November 1, 2024
- Reimbursements are processed 4 to 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 travel partner. LPL Financial does not cover or reimburse for rooms booked at non-official hotels 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-MISC at the end of the year.
- 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 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 airfare benefits provided by LPL Financial for Masters, Institution Services Summit, Illuminate, and Summit will be reported as income on the qualifier's 1099-MISC at the end of the year.
- 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 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 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-MISC at the end of the year.
- If guest airfare is ticketed but not used for Masters, Institution Services Summit, Illuminate, or Summit (i.e., due to cancellation), the qualifier will have the value of the guest airfare reported as income on their 1099-MISC at the end of the year.

Hotel and Airline/Train Billing Errors

- Qualifiers that receive complimentary room nights should verify that all room charges are correct before departing the hotel. Should you notice a billing error on your room folio or credit card, you must contact LPL Financial's official travel partner within 45 days from official conference dates to have this error corrected. If the qualifier does not contact the official travel partner by the billing error deadline, you will not be eligible for a refund and all charges will be final.
- Qualifiers that receive complimentary airline/train tickets should check the ticketed itinerary to verify all charges are correct. Should you notice a billing error, you must contact LPL Financial's official travel partner within 45 days from official conference dates to have this error corrected. If the qualifier does not contact the official travel partner by the billing error deadline, you will not be eligible for a refund and all charges will be final.
- Billing error deadlines:
 - Masters: Friday, April 26, 2024
 - Institution Services Summit: Tuesday, June 4, 2024
 - Illuminate: Tuesday, July 23, 2024
 - Focus: Friday, September 27, 2024
 - Summit: Friday, November 1, 2024
 - Elevate: Friday, November 22, 2024

IRS and 1099-MISC Reporting Requirements

- 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 to them on their 1099-MISC forms. Examples of non-business-related benefits include airfare provided by LPL Financial to spouses, guests, or children who have no business purpose in attending a conference.
- If an airline or train ticket booked 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-MISC at the end of the year.
- If guest airfare is ticketed but not used for the conference (e.g., Masters, Institution Services Summit, Illuminate, or Summit), the qualifier will have the value of the guest airfare reported as income on their 1099-MISC at the end of the year.
- 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-MISC at the end of the year.
- Because LPL Financial does not have offices abroad, nor does LPL Financial conduct business abroad, the IRS deems conferences held outside of North America a non-business expense and therefore, considered income and subject to 1099 rules.

If you have questions regarding the 2024 Travel Policies, please contact LPL Financial Conference Experiences at Conferences@lplfinancial.com. Please note that travel policies may vary per conference.