

POLICIES FOR NONMEMBER INVITED SPEAKERS

PROVIDE TO ALL NONMEMBER INVITED SPEAKERS

ASAS/ADSA Policy on Invited Speaker Travel Support/Expense

GENERAL POLICY: ASAS/ADSA members are not eligible. Reasonable expenses and support shall be reimbursed to invited speakers.

1. ASAS/ADSA members are not eligible for any reimbursement (includes meeting registration fee) associated with participation during either an ASAS/ADSA or a FASS meeting.
2. No more than 2 nights lodging shall be paid, unless participation warrants greater duration. Speakers can choose the hotel they wish to stay, but will only be reimbursed up to the amount of the rate for the Headquarters Hotel. Speakers would be responsible for the difference.
3. Economy or coach airfare; airfare limits such as purchased at least 21 days in advance.
4. Per diem for meals and daily incidentals total not to exceed \$42.00/day.
5. No other specific incidentals shall be paid (phone, laundry, flight or medical insurance, etc.).
6. Mileage rate if driving own vehicle is \$0.36/mi, this total not to exceed airfare as determined in #3 above.
7. Car rentals should be intermediate size or smaller. Larger cars and full-sized vans are not allowed unless approved by the Executive Directors.
8. Speakers are encouraged strongly to utilize hotel and airport shuttles rather than cabs.
9. Speakers are encouraged strongly to utilize long-term parking at airports.
10. No bank transfers/charges for overseas speakers will be allowed; all payment of expenses shall be made by check in US currency only. No cash payment on-site.
11. No monetary support will be provided to speakers for presentation preparation.
12. Honoraria will not be supported unless the Program Chair specifically arranges and solicits additional funding and has approval in advance from both the Overall Meeting Planning Chair and Executive Directors. No honoraria shall be paid to ASAS/ADSA members under any circumstances.
13. Time limit to turn in expenses shall be **ONE MONTH AFTER PRESENTATION**. Expenses will be sent to the respective Program Chairs. The Program Chairs will have 6 weeks after the meeting to provide this information to ASAS/ADSA/FASS headquarters. If expenses are not turned in by this time, they **WILL NOT BE PAID**.
14. Deadline for symposiac papers to be submitted for publication is July 10, 2003.
15. Nonmember invited speakers receive a complimentary meeting registration. If the speaker wishes to participate in any of the other functions requiring a fee, that fee is the responsibility of the speaker.
16. If an invited speaker issue regarding reimbursements is not addressed in this policy, please contact one of the Executive Directors for approval.