



## 2012 EAS INVITED SPEAKERS TRAVEL AND REIMBURSEMENT GUIDELINES

As an invited speaker, EAS may defray a portion of the reasonable costs associated with your travel to the conference. If you are entitled to reimbursement from your place of employment, please solicit funding through them and not EAS, which is a nonprofit volunteer organization.

Allocation of the available funds for each invited paper session is at the discretion of the session chair. If you have any questions, please contact the chair of your session. In general, you should **note that all expenses other than conference registration related to this travel MUST be coordinated in advance with the chair of your session.**

### REGISTRATION

- As an invited speaker, you are entitled to receive a complimentary **Full Conferee** registration to the meeting and exposition. **Do NOT preregister**
- EAS will preregister you and you will receive an email confirmation of your registration approximately one month before the symposium. Be sure to print and bring a copy of your preregistration to the registration check-in area in the Garden State Exhibit Center when you arrive at EAS to receive your name badge and program materials.

### HOUSING

Housing information will be posted on our website at [www.EAS.org](http://www.EAS.org) by June 1<sup>st</sup>.

- Please utilize the EAS block of rooms at the DoubleTree or Holiday Inn.
- Housing expenses incurred at other hotels will not be reimbursed.
- If your session chair has agreed to provide housing; room charges and associated taxes will be reimbursed.
- To receive reimbursement, complete the appropriate section of the expense report

### TRANSPORTATION

Please see Transportation Guidelines for Invited Speakers on our website under "Symposium"  
General transportation information and directions: (<http://www.eas.org/askeas/TransFinal.pdf>)

### MISCELLANEOUS EXPENSES

- EAS will NOT reimburse for other hotel-related expenses (pay TV, valet, mini bar, telephone, internet connection, faxes, etc.).
- EAS will NOT reimburse for: flight insurance, presentation preparation, audiovisual equipment, entertainment of other speakers, conferees, spouse, etc.; or the cost of purely personal items, such as clothing, jewelry, entertainment, souvenirs, personal telephone calls, gifts, and laundry service.

### MEALS

- EAS will reimburse up to a total of \$75 per day.
- Be sure to obtain receipts for any meals costing more than \$15.
- Dinners are reimbursed up to the daily maximum of \$50.
- Receipts are required. EAS will reimburse only for food that you consume.
- Alcoholic Beverages will not be reimbursed.

### EXPENSE REPORTS

- Each speaker is asked to pay for all travel-and hotel-related expenses, and to complete the appropriate EAS expense report form to receive reimbursement.
- EAS Expense Report Form (available from the session chair) must be received within 60 days of the meeting dates.
- Please arrange original copies of receipts in chronological order, affix the receipts to 8.5 x 11 inch sheets of paper, and attach to the EAS Expense Report Form. EAS will not be responsible for any lost or missing receipts.

Return the original and one (1) copy of the Expense Report Form with receipts to:

EAS  
P.O. Box 185  
Spring Lake, NJ 07762  
Please submit the report no later than January 15, 2013.

**Please direct inquiries to:**  
Bernadette Taylor  
EAS Executive Secretary  
[askeas@eas.org](mailto:askeas@eas.org) or 732-449-2280