

# 2008 EAS INVITED SPEAKERS TRAVEL AND REIMBURSEMENT GUIDELINES

The organizing committee of the Eastern Analytical Symposium & Exposition is pleased to have your invited paper as part of the Technical Program for the EAS 2008. As an invited speaker, EAS may defray a portion of the reasonable costs associated with your travel to the conference. Please read and follow the guidelines given below when making your arrangements for travel to EAS. 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.** Typically, expenses incurred on the day of your lecture, plus the previous or following night may be reimbursed, along with some transportation costs. Please keep in mind that EAS is a nonprofit volunteer organization, and continued support for travel is dependent upon your discretion.

## **REGISTRATION**

As an invited speaker, you are entitled to receive a complimentary Full Conferee registration to the meeting and exposition, which you will obtain onsite when arriving at the Registration Area in the Garden State Exhibit Center in November in Somerset, New Jersey (do NOT pre-register).

Please register for your complimentary Full Conferee registration when you arrive at the meeting in Somerset, NJ.

## **HOUSING**

Housing information is posted on our website at [www.EAS.org](http://www.EAS.org), and will appear in the Preliminary Program.

If your Session Chair has agreed to provide one or more nights of housing, room charges and associated taxes will be reimbursed. You are asked to pay for your room and complete the appropriate section of the expense report to receive reimbursement. EAS will reimburse for the room and taxes.

## **TRANSPORTATION**

If your Session Chair has agreed to provide transportation, please use restraint in making arrangements. If making airline reservations, please note that EAS only reimburses coach airfares. You are encouraged to keep your airfare costs as reasonable as possible. Personal automobile transportation will be reimbursed at a maximum of the standard IRS rate. Rental cars, limos, taxis, and airport shuttles require advance approval from your Session Chair.

## **MISCELLANEOUS EXPENSES**

Reasonable miscellaneous expenses related to your travel to EAS may also be reimbursed. As a general rule, EAS will reimburse expenses similar to those that most industrial firms will reimburse. EAS will NOT reimburse for other hotel-related expenses (pay TV, valet, mini bar, telephone, internet connection, faxes, etc.); 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**

Since there are many options in Somerset, we do not give any hard and fast dollar amounts; however, your discretion in this area is most appreciated. Be sure to obtain receipts for any meals costing more than \$15. Please note that dinners are reimbursed up to the daily maximum of \$50. Receipts are required. EAS will reimburse only for food that you consume.

## **EXPENSE REPORTS**

Each speaker is asked to pay for all travel- and hotel-related expenses, and to complete the appropriate expense report form to receive reimbursement. 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 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 370, Walkersville, MD 21793.

Please submit the report no later than January 20, 2009.

Thank you in advance for following these guidelines. Your financial responsibility will help to ensure continued funding of high-quality symposia and sessions for future years.

## **PLEASE DIRECT INQUIRIES TO**

Ms. Janet Cunningham  
EAS Executive Secretary  
phone 301-668-6001  
[janetbarr@aol.com](mailto:janetbarr@aol.com)  
[www.EAS.org](http://www.EAS.org)

