

## REIMBURSEMENT GUIDELINES FOR INVITED SPEAKERS FOR MARM 2010

The organizing committee of the MARM 2010 is pleased to have your invited paper as part of the Program. As an invited speaker, MARM 2010 may be able to defray a portion of expenses related to your participation. However, you are responsible for paying for all expenses as you incur them and then submitting these costs to us. Because funds for speakers expenses are limited we ask that you first approach your employer or other alternate sources. Please follow the guidelines given below when submitting reimbursement requests to MARM. Allocation of the available funds for each invited speaker/session is at the discretion of the Session Chairperson and should be discussed with him or her beforehand to determine what portion of your expenses can be covered.

If you have any questions, please contact the Chairperson of your Session or Symposium. Please keep in mind that MARM 2010 is a non-profit organization and that funds available for speaker support are limited and in part determined by Sponsorships or grants for particular symposia. An overview of the various expense categories eligible for reimbursement and the procedures for requesting reimbursement are given below.

**REGISTRATION:** You must register for the conference. Advanced registration is strongly encouraged to avoid lines and a late fee. Where authorized, MARM 2010 will reimburse up to the stated amount of the applicable Advanced Registration Fee. Remember: It is your (the speaker's) responsibility to register for the meeting!

**TRANSPORTATION:** If your Session Chairperson has agreed to provide transportation, please use restraint in making arrangements. In making airline reservations, please make every effort to obtain the lowest possible coach fare. Personal automobile mileage may be reimbursed at the current federal business rate which is \$0.50/mile (as of 01/01/2010) as well as tolls, taxis and parking provided that proper receipts document them.

**LODGING:** Invited speakers are limited to reimbursement for one nights lodging. If individuals stay longer, it is at their expense unless part of a travel package with lower total cost.

**MEALS:** Meals in route costing more than \$25 require a receipt and are limited to \$50 total. Invited speakers are encouraged to attend the Welcome Reception (Saturday, April 10), Mixer (Sunday, April 11), and Mixer (Monday, April 12) if their schedule permits.

**MISCELLANEOUS EXPENSES:** Reasonable miscellaneous expenses related to your attendance at MARM 2010 may also be reimbursed. As a general rule, MARM 2010 will recognize expenses similar to those that most industrial firms will reimburse. You will NOT be reimbursed for flight insurance, slide preparation, rental of AV equipment, entertainment of other speakers, conferees, spouses, etc., or the cost of purely personal items such as telephone calls, gifts, hotel room hospitality items, and valet or laundry services.

**EXPENSE REPORTS:** Receipts for any items over \$25.00 must accompany your Expense Report Form, that can be obtained from your session chairperson. Please arrange receipts by category and affix them to an 8.5 x 11" sheet of paper. A lost or missing receipt will be reimbursed to a maximum of \$25.00.

**EXPENSE FORM:** Use the form below to itemize reimbursable expenses. On the last line, state the reimbursement that you are requesting (this may be less than the total expenses). Your completed form needs to be authorized by your session (or symposium) chair. Once authorized, the complete form, along with all supporting documentation, should be mailed or faxed no later than July 1st, 2010 to Xiaoli Wang at the address indicated on the form. Please be sure to confirm your expenses with that person (the session chair) before submission.

Submit this expense report only to Xiaoli Wang, MARM 2010, Treasurer!

