

Deming Conference Organization Deming Conference on Applied Statistics Requirements for Transactions, Expense and Accommodation Rules for Committee and Speakers for 78 Deming Conference 2022

1. Speakers employed by industry **are not** eligible for reimbursement for travel and/or accommodations unless their employer **isn't paying**. The speaker must submit a letter on his employer's stationary from his immediate supervisor for consideration by the Conference Chairman **or Moderator**. *Moderators should check with the President if needed for special consideration.*
2. **Eligible Speakers:** Speakers employed by educational firms, consultant firms, or Government institutions are eligible for any part of their travel expenses to and from the conference as well as accommodation expenses that can't be paid by their employer.
3. **Ground Transportation:** For short distances (e.g., the DC NYC corridor), where travel times (including security delays) are comparable, speakers may take a train or a bus if they don't want to drive.
4. **Air Transportation:** Eligible speakers using air transportation **must send** their travel plans to the **Moderator** (or Conference Chairman) at least six weeks in advance of the conference. In return, we'll buy coach e-tickets. The Conference **won't** reimburse speakers for tickets they purchase themselves unless given advance approval by the **Moderator** (or Conference Chairman). If the speaker buys his own ticket, the price must be comparable to that found on a major search engine such as www.fly.com. Southwest Airlines must also be considered as in some cases this gives a lesser fare without a baggage charge. The conference will only reimburse the cost as determined by the **Moderator** (or Conference Chairman) of a round trip ticket from the speaker's home city to Philadelphia International Airport.
5. **Airport Transportation:** Speakers should use the airport shuttle if possible or Lift or Uber from the airport. A tip is expected. The conference will not pay to rent a car.
6. **Automobile Transportation:** Eligible speakers driving to and from the Conference will be reimbursed at the federal mileage rate in effect at the time of the conference plus reasonable road expenses, with totals not to exceed the cost of air travel by coach. (Current rate is **58.5** cents per mile)
7. **Deleted**
8. A moderately detailed statement of expenses, plus vouchers for major expenses (any item greater than \$25.00) as well as what proportion of the total is requested, should be submitted on the attached form. This form must be **signed** by the eligible speaker and sent to the **Moderator** (or Conference Chairman) who will sign and forward the form to the Conference Treasurer) at or shortly after the Conference. See item 16. The receipts and the form may be scanned and attached to an email.
9. Speakers don't normally pay registration fees.
10. The conference and the two-day short-courses are separate entities. Conference speakers may attend our two-day short courses and short course speakers may attend the conference by paying our out-of-pocket per person expenses or having them deducted from their reimbursement. However, **speakers will not be reimbursed for accommodation, per diem, or any other expenses for attending the entity in which they are not participating.**
11. **Accommodation Expenses:** The conference will not pay for more than three night's accommodations. If speaker is participating both in the conference and short course, the maximum is six nights. In either case Saturday night accommodations will not be reimbursed.

The Conference will reimburse speakers for meals up to a PER DIEM @ \$80 per day. It won't be necessary for the speakers to pay their hotel bill and they shouldn't request reimbursement. The hotel bill will be paid directly by the Conference under the Master Account. Upon check-in, speakers should verify this arrangement in order to avoid unnecessary delays at checkout time, or double billing.

12. Expenses won't be paid for spouses or family members.
13. Only the expenses of eligible speakers will be reimbursed for each conference tutorial. The maximum number of eligible speakers per tutorial is TWO. No expenses beyond two speakers (travel, hotel, meals, etc.) will be paid. Speakers cannot be added after the program is printed unless approved by the Chairman.
14. If an academic speaker requires the assistance of a graduate assistant, the assistant will not be required to pay the registration fee but the assistant's travel expenses will not be paid.
15. All speakers are required to register online for both the Conference and hotel regardless of eligibility for reimbursement as soon as possible after online registration opens.
16. Speakers are required to provide abstracts of their presentations and brief bios of a size similar to that found on www.demingconference.com for both the website and printed program as well as head shots for the website.
17. Every speaker is required to provide a substantial handout covering the major points of his presentation to the Transactions Chairman. A copy of the speaker's slides is acceptable for this purpose. (Put two or four slides per page if this is an option of the slide-producing program used.) This handout will be reproduced in bound proceedings or electronic files that will be distributed to speakers and attendee's.
18. Deming Conference Organization requires that all expenses be verified and approved by a board member, in order to comply, it is requested that anyone requesting reimbursement for any expenses complete the attached Deming Conference Organization "Check Request Form". Any honorarium request must include a valid Social Security number and the recipient will receive a 1099 from Deming Conference Organization.
19. Deviations from any of these rules may be approved by the Conference under exceptional circumstances, but only with the advance approval of the **Moderator** (or Conference Chairman).
20. Deming conference committee members shall follow the above guidelines, as applicable for any travel or conference related reimbursement requests. Please direct any questions to Joe Borden at asqjoe@bellsouth.net



Deming Conference Organization

CHECK REQUEST FOR THE APPROVAL OF EXPENSES 2022

Date: _____

Name & Address _____

Budgeted item: Yes []; No []
If 1099 Vendor give Social Security

Committee, Conference,
Or Board Position:

A. PETTY CASH EXPENSES

(Please attach all receipts)

DATE	AMOUNT	ITEM	ACCOUNT NUMBER
TOTAL	\$		

B. BILLED EXPENSES

(Please attach a copy of the bill)

Invoice Date: _____
 Invoice Number: _____
 Invoice Amount: _____
 Account No.: _____
 Purpose of Exp.: _____

Multiple transactions only

Account #	Amount
Total	

C. APPROVAL(S): (expenses over \$ 500.00 require two approvals)

SUBMITTED BY: _____ DATE: _____
 2ND APPROVED BY: _____ DATE: _____
 APPROVED BY: Joe Borden DATE: _____

Send Requests for Payment to:

Joseph G Borden
3246 Pheasant Trl
Mims Fl, 32754
321-626-4728 -- asqjoe@bellsouth.net

Treasurer use only

Check Number _____
 Date Issued _____