

*Midwest Regional Chapter  
Society of Quality Assurance*



**CHAPTER PROCEDURE**

<b>Title:</b>	<b>Speaker Reimbursement</b>
<b>Date of Approval:</b>	<b>05 May 2011</b>

**PURPOSE/SCOPE**

The purpose of this procedure is to provide the procedure to follow for speaker reimbursement for the Midwest Regional Chapter of the Society of Quality Assurance (MWSQA) meeting speakers.

The MWSQA BoD recognizes that its membership, and that of the Society of Quality Assurance in general, provides a major resource for professional expertise, and it is expected that the majority of speakers for meetings should be willing to support MWSQA by making their presentations without charge. Reasonable, out-of-pocket expenses incurred by speakers may be reimbursed by MWSQA.

Note: The BoD also recognizes that it is appropriate to occasionally engage the services of professional speakers on selected subjects. Professional speaker reimbursement is not addressed in this procedure, but rather is addressed in the Meeting Planning Chapter Procedure.

**DEFINITIONS**

**Board of Directors (BoD):** The elected governing body of the MWSQA, which includes the President, Vice-President, Past-President, Secretary, Treasurer and four Directors.

**PROCEDURE**

1. Allocate reasonable monies as outlined below:
  - 1.1 Meeting registration/workshop fees (excluding membership fees) are waived for the speakers.
  - 1.2 At the discretion of the BoD, reasonable travel expenses (e.g., airfare, hotel, taxi/shuttle or mileage, 1 meal/day) may be reimbursed when not covered by speaker's employer or business.

**RESPONSIBILITY**

- BoD  
BoD  
BoD

- |     |  |  |
|-----|--|--|
| 1.3 | Speaker's estimated costs must be submitted to the Planning Committee Chair for President/BoD approval prior to speaker confirmation.  | Planning<br>Committee<br>Chair/Speaker |
| 1.4 | Estimated speaker costs up to \$300.00 may be approved by the President. Each expenditure above \$300.00 must be approved by the BoD. Approval is promptly documented (e.g., by fax, email, etc.) to all BoD members.  | President/BoD                          |
| 2.  | After the speaker has presented a Speaker Expense Report form (attached) and original receipts, they must be submitted to the President for approval of the reimbursement. The Speaker Expense Report form is the required document used for approval and reimbursement of expenses. | Planning<br>Committee<br>Chair/Speaker |
|     | Note: Unless approved by the BoD, no expenses will be reimbursed if the speaker is unable to present.  |  |
| 3.  | The President signs and forwards the original or a scanned copy of the signed reimbursement form and receipts to the Treasurer.  | President                              |
| 4.  | Payment will be provided to the speaker or speaker's company for reimbursement of approved expenses. The Speaker Expense Report form and the original receipts are retained with the Chapter's financial records.  | Treasurer                              |

Owner: Vice President

## Speaker Expense Report Form

Date: \_\_\_\_\_

Speaker Name: \_\_\_\_\_

Topic: \_\_\_\_\_

Sponsored By: \_\_\_\_\_

Date(s) and Hours: \_\_\_\_\_

Location: \_\_\_\_\_

**ESTIMATED COSTS:** Registration, If applicable: \_\_\_\_\_

Lodging \_\_\_\_\_

Food \_\_\_\_\_

Travel \_\_\_\_\_

\_\_\_\_\_ TOTAL

Approved:

\_\_\_\_\_  
Speaker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MWSQA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
MWSQA Treasurer

\_\_\_\_\_  
Date

### THIS SECTION FOR ADMINISTRATION USE ONLY

Meeting reservations confirmed with: \_\_\_\_\_ Date: \_\_\_\_\_

Payment method required: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_