



**MQD Support for Events  
Reimbursement Procedure**

1.0 PURPOSE

- 1.1 This procedure describes the responsibilities of individuals or organizations who request financial reimbursement/support during an event, conference, and/or meetings that support the Metrology community in general, and MQD in particular.

2.0 SCOPE

- 2.1 This procedure applies to the administrative policies used to determine if financial support is appropriate for the time, effort, and/or contributions on a case-by-case basis.

3.0 RESPONSIBILITIES

- 3.1 The MQD executive board (officers - Chair, Chair-elect, Secretary and Treasurer) shall be responsible for determining the qualifications needed to be reimbursed, rather in part, or in full, for supporting booth duty, and/or participation in any conference, meeting or event by an individual or organization in support of MQD.
- 3.2 A vote by 100% of the MQD executive board is required, with 75% approval required to pass or allow payment for reimbursement. A vote will be required for all reimbursement requests after the publication of this SOP. Any approvals made previous to the publication of this SOP shall be deemed 'grandfathered in' by the current executive board. Previous approvals must have been accomplished via an email or quarterly minutes voting, and be available for inspection if required.

4.0 DEFINITIONS

- 4.1 Pre-Conference Activity - The process of ordering booth space, booth furniture, coordinating with ASQ HQ for ASQ promotional literature, arranging for shipment, and ensuring that it arrives in a timely manner.
- 4.2 Setup - The initial process of putting together, setting up, arranging and/or assembling a booth, pop-up display, or other visual demonstration of MQD materials, diagrams, books, pamphlets, or give-a-ways during any type of conference, event, or formal meeting.
- 4.3 Tear-down - The process of dismantling a booth, pop-up display, or area set aside for MQD to visually demonstrate their materials, books, diagrams or materials. This includes packing for shipment, clean up of the general area used by MQD, and delivering said materials to the correct shipping area/company.

5.0 PROCEDURE

- 5.1 An individual or organization shall request financial reimbursement for supporting MQD prior to the event. They must state the name, date, and location of the event they wish to support, and what they intend to do in support of MQD during that event. Traditionally supported events (WCQI, MSC, NCSLI, ASEE etc.) need to be planned/included in advance in the MQD budget during the budgeting process. Any proposed session/presentation must be submitted to the MQD

Program Chair for coordination of sessions. The Program Chair is responsible for estimating/submitting planned session budgetary costs to the MQD Executive Board

5.1.1 An event may be supported in many ways, to include, but not limited to: providing booth support/duty, conducting a tutorial workshop, presenting a paper/presentation/panel discussion, conducting a CCT review workshop in conjunction with a conference, meeting or event, proctoring a CCT exam in conjunction with a conference, meeting or event, or supporting MQD during any type of training event that provides service to the Metrology community and helps strengthen/promote the professional partnership between MQD and other organizations (e.g.: MSC, NCSLI, ASEE, and other ASQ divisions and sections).

5.1.1.1 BOOTH COVERAGE:

5.1.1.2 The following are expectations for booth duty:

5.1.1.2.1 The individual also must attempt to defray expenses (conference registration costs) by either presenting a paper, conducting a tutorial workshop, etc.). If presenting in a MQD-sanctioned session that is arranged/coordinated/sanctioned by the MQD Program Chair or the MQD Executive Committee, the topic must be relevant to the conference/session theme. The topic may promote the general objectives of the MQD (e.g. CCT exam, Metrology ambassador, Metrology outreach, Educational Outreach, Measurement Uncertainty, Implementation of Standards etc.).

5.1.1.2.2 The individual shall also be physically present at the booth during a majority of the time the booth is open for public access, and during what has been historically the busiest time - the exhibitor's reception at MSC and NCSLI.

5.1.1.2.3 The individual must engage the audience to familiarize them with MQD and ASQ.

5.1.1.2.4 If more than one person is being reimbursed for booth duty at the same event, they shall coordinate with each other to ensure 100% booth coverage during times of public access, and that they also split or cooperate in the setup and tear-down duties.

5.1.1.2.5 The individual shall be either sitting or standing at the booth during their entire conference or event attendance.

5.1.1.2.6 The individual(s) must also make an effort to support and represent additional MQD-sanctioned committee meetings held at conferences by attending or submitting a report at those committee meetings (or submitting official minutes from that meeting that document their attendance & any comments).

5.1.1.3 The following will negate qualification for expense reimbursement:

5.1.1.3.1 Roaming the exhibitor's area during booth duty.

5.1.1.3.2 Attending sessions during booth duty (unless they are presenting in an MQD sanctioned session, in which case they would have defrayed costs with complementary or partial registration costs, or presenting during a session that would have included defraying registration costs).

5.1.2 Preference for MQD financial support shall be given to an individual who is conducting more than one activity at a conference to minimize MQD expenses.

5.2 Expenses reimbursed shall be dependent on availability of funds to the MQD for the fiscal year. Every effort must be made by an individual to minimize expenses (e.g. make use of conference subsidized meals, receptions, book travel in advance etc.)The MQD executive board shall decide to give either partial or full support to the individual or organization.

- 5.2.1 Partial support might include meals, hotel, or partial airfare during part of an event or conference when the support is limited.
- 5.2.2 Full support might include airfare, hotel, meals, car rental, mailing of documents, parking, additional luggage costs, etc. In general, for full support, the individual or organization would receive reasonable reimbursement for expenses paid in support of the event.
- 5.3 If the MQD executive board votes to approve reimbursement for supporting an event, the person or organization supported shall provide the following:
  - 5.3.1 File an expense report within 30 days after the end of the event.
  - 5.3.2 Furnish proof of all expenses via receipts, vouches, billings, etc., that constitute the reimbursement claim.
  - 5.3.3 Complete and sign the MQD expense report form used by the division for claiming reimbursement.
  - 5.3.4 Compile the receipts and expense report into an electronic pdf document that shall be sent to the division Treasurer for reimbursement, with a copy of the email sent to the division Chair.
- 5.4 Reimbursement shall be in accordance with ASQ/DAC policies unless the MQD executive board makes an exception. In those cases, voting per 3.2 shall be required.

6.0 APPROVALS

Title	Printed Name	Signature	Date
Author (Chair)	Jay L. Bucher	<i>Jay L. Bucher</i>	July/10/2010
Chair-elect	Dilip Shah	<i>Dilip Shah</i>	July/10/2010
Secretary	Heather Wade	<i>Heather Wade</i>	July/10/2010
Treasurer	Christopher Grachanen	<i>Christopher Grachanen</i>	July/10/2010

REVISION LEVEL	REVISION DATE	REVISION COMMENTS
A	July-10-2010	Initial Issue