

ASA Committee Budgets

The ASA will cover the following expenditures for most ASA committees:

- 1) **One meeting at JSM:** Such meetings must be arranged through the ASA Meetings Department. The ASA committee chairs will receive an invitation to book arrangements for a meeting at JSM. This invitation will come from the ASA Meetings department in January/February.

The ASA **will** pay for the following:

- meeting room costs
- reasonable food and non-alcoholic beverage costs

The ASA will **not** pay for the following:

- Conference phone facilities at JSM (phone, connection, associated labor) unless pre-approved (send requests to [Steve Porzio](#))
- Internet connection in rooms for which there is an associated cost

These costs are extraordinarily high, due to the fact that we hold them in hotels and conference centers, so we ask the committees to be aware of this when ordering items for their JSM meetings. Staff will contact you if the costs associated with your meeting are beyond the norm.

Non-JSM meetings of the committee are not generally funded, but there are a few exceptions. If you feel you need to meet in person outside the JSM, contact [Steve Porzio](#).

- 2) **Conference Calls:** Much business can be conducted via conference call. The ASA will cover the cost of as many monthly conference calls as you wish. **Exception: The ASA will not cover the cost of conference calls held at JSM, due to the extraordinary cost of the equipment and associated services unless pre-approved. Requests should be sent to [Steve Porzio](#)**
- 3) **Other:** We will also budget for other minor costs related to the routine functioning of the committee, such as postage and copying as needed. When in doubt, feel free to ask.

We will not budget program-related expenditures unless requested. Committees requesting program-related funding should submit requests directly to [Steve Porzio](#).

Examples include:

- *JSM receptions
- *travel costs
- *survey costs
- *printing of brochures, booklets, etc.