

Region 2 Supplement to the IEEE Travel Guidelines

Approved 31 May 2008 by the Region 2 Director

Purpose

This supplement covers Region 2 travel guidelines and practices not covered in the current IEEE Travel Guidelines dated September 26, 2007. This supplement applies to travel expense reports submitted by members or sections for Region 2 funding and is effective after Region 2 Director approval.

All guidelines in this supplement shall comply with the IEEE Travel Guidelines and Financial Operations Manual. Conflicts and exceptions shall require approval by the Region 2 Director, or in his absence, the Region 2 Director-Elect, or in the absence of the Director and the Director-Elect, the Region 2 Treasurer.

Expense Report Submissions

Deadline. Expense reports shall be submitted within 60 days after meetings or conferences. Members or sections may submit a written request for extensions up to 30 additional days. Expense reports submitted after 90 days shall require Region 2 Director approval.

During the last quarter of the IEEE Fiscal Year (October – December) the member should make a concerted effort to complete submissions so that expenditures are cleared, and not carried to the next Fiscal year.

Region Representatives. Expense reports of members identified and approved as Region 2 representatives to a meeting or conference shall submit their expense reports to the Region 2 Treasurer. Generally, Region representatives require funding approval from the Director, Region 2, to attend conferences. For the Region 2 spring and fall meetings, one representative from each section may submit their expense report to the Region 2 treasurer.

Section Representatives. Members representing sections with expenses shared between the section and Region 2 shall submit their expenses to their respective section treasurers for payment. The section treasurer then requests the Region 2 treasurer to distribute the section allocation by submitting a list and amount of expense reports processed and paid by the section. Travel funding allocations for sections are generally approved by the Region 2 Committee Coordinator (PACE or SAC) sponsoring the conference.

Travel Refunds Requiring Pre-approval

Pre-approval of exceptions to IEEE Travel Guidelines may be granted by the Region 2 Director for payment by the Region 2 Treasurer. Section Chairs or Section Executive committees may approve IEEE Travel Guideline exceptions for payment by the Section Treasurer.

Privately owned vehicle (POV) mileage cost. Travel mileage cost shall be based on the MAPQUEST “fastest route” between the member’s residence and the meeting venue, plus 1 mile per 100 miles traveled for stops. The mileage refund is multiplied by the current IRS mileage cost reflected in the current IEEE Expense Report Form.

Only the driver may submit a claim for mileage reimbursement for each vehicle.

Per IEEE Guideline, the maximum POV refund shall be the cost of an economy airfare between the closest airports servicing the member’s residence and the meeting venue. Full mileage refund may be authorized when the POV is used by two or more members, or with justification and approval by the Region Director.

Rental Cars. The use of rental cars during a meeting shall require justification and Region 2 pre-approval. Rental cars may be justified and approved if it will reduce the overall expense report cost. For example, a rental car may be used to transport two or more IEEE representatives between the airport and the venue.

Telephone and Internet Costs. Region 2 will cover the cost of a safe arrival phone call home, or one 24-hour Internet connection cost. Internet connections cost after 24 hours will require justification.