

## FROM Student Conference Manual

### 8.4 Region 3 Travel Policy **for Students and Branch Counselors**

Necessary and authorized travel expenses associated with student activities incurred in conjunction with SoutheastCon (~~and~~ the Region 3 Student Conference) will be reimbursed in accordance with the policy and limitations specified herein. Reimbursement as covered below will be made upon submission of the appropriate Region 3 Expense Report for Student Conference form (See Appendix B) to the Regional Student Activities Chair (RSAC).

#### Mileage:

- a) Per Branch: One (1) vehicle allowance at mileage rate equal to that authorized by the IEEE Controller.
- b) Expense voucher to be submitted by vehicle owner or Branch Chair, and approved by the Branch Counselor.
- c) No air travel for student branches in the continental U.S. will be reimbursed.
- d) Air travel for students from student branches where ground transportation is not possible may be reimbursed but only with prior approval of the RSAC and Regional Director.

#### Per Diem (food/~~lodging~~/incidentals):

**The Per Diem rate is \$40.00/day. Allowed Per Diem charges are the actual cost of meals including tax and tips (tip <= 15%), up to the daily Per Diem rate. Where meals are provided by the conference, this amount is reduced for each provided meal in the amount of \$10.00 each for breakfast and lunch and \$20.00 for dinner (or reception when food is provided).**

- a) Branch Chair ~~at \$35/day~~, 2.5 days maximum, contingent on attendance at the Branch Chairs Meeting.
- b) Branch Counselor ~~at \$35/day~~, 2.5 days maximum, contingent on attendance of the Region 3 Student Activities Committee Meeting (Branch Counselors).
- c) Student Paper participant (one per branch) ~~at \$35/day~~, 2.5 days

maximum.

Procedure:

**Branch Chair, Branch Counselor and Student paper contestant have to sign in at their respective meetings. Branch Chair and Student Paper participant vouchers are to be approved by the Branch Counselor prior to submission to the RSAC. Actual submission of reimbursement form will be electronically.**

All expense vouchers are to be submitted to the RSAC, with proper approvals, no later than 30 days after the last day of the Student Conference. The RSAC must submit all expense vouchers to the Region 3 Director within ~~45 days~~ 60 days after the last day of the Student Conference. **All expenses will be reimbursed to the student branch, not to individual persons.**

Note:

~~The Region 3~~ **This** travel policy is structured to provide **Region 3** support, rather than 100 percent funding to the branch attendees. Branch attendees are encouraged to seek support from their local Section or other IEEE entities, their Universities, Engineering Departments and Engineering Councils, if appropriate, and local industry. Branches that have exhausted additional funding sources may request additional Region 3 support by providing written justification, including a budget, to the Region 3 Director prior to the Student Conference **with sufficient lead time to allow consideration and approval or rejection before any expense is incurred.**

*Student Travel Policy*

*Revised: ~~April 5, 2001~~ {insert date of ExCom approval}*