

REGION 3 TRAVEL POLICY FOR TRAVEL PLANNING AND REIMBURSEMENT

(Operations Manual -- APPENDIX B.1)

Necessary and authorized travel expenses associated with Regional Activities will be reimbursed in accordance with policy and limitations specified herein.

Necessary and authorized includes travel which is required in support of regional activities and objectives and which has been authorized by the Regional Director and/or the Regional Executive Committee. This is generally limited to attendance at Regional Committee meetings, Regional Executive Committee meetings, Area/Council Chairs and Regional Committee Chairs in carrying out their responsibilities.

Reimbursement as covered below will be made upon submission of appropriate IEEE travel expense voucher (Form A-95) to the Region 3 Delegate/Director within 30 days of the incurred expenses, accompanied by evidence of payment, such as hotel statements, travel ticket stubs, etc. on the following basis: (When submitting paper expense reports original copies of receipts are required unless expenses are being shared by others, in which case copies of receipts accompanied by an explanation of expense sharing will be accepted. When submitting expense reports electronically scanned original receipts must be attached and the original receipts or copies with explanations must be retained for a minimum of 3 years and be submitted upon demand.)

- a. Mileage rate the same as authorized by the IEEE Controller, round trip, for personal auto use or tourist airfare, round trip, whichever is less.
[[Secretary's note: see bottom of page for present rate and other considerations.]]
- b. One night's lodging for each day of the meeting, IEEE single occupancy rate, as required for attendance at meeting. When the meeting is associated with an IEEE sponsored conference lodging must be at the conference rate at conference specified hotels.
- c. Actual cost of meals including tax and tips ($\leq 15\%$), not to exceed \$42.00. Where meals are provided by IEEE or the meeting, this amount will be reduced by \$10.00 for breakfast, \$11.00 for lunch and \$21.00 for dinner.
- d. Necessary taxi or ground transportation including airport parking (use long-term parking) at cost.
- e. Telephone calls and incidental tips not to exceed \$15.00 per trip.

Spouse expenses are not reimbursable. Rental cars are reimbursable when the cost is justifiable and with the Region 3 Delegate/Director's prior approval.

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Comment [1]: The current on-line version of the Operations Manual, rev 07-15-2010, does not contain this appendix or an others.

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Under extenuating circumstances the Region 3 Delegate/Director is authorized to approve expenses which vary from the above provided a written request showing justification for such variance is submitted in advance of incurring the expense.

All members authorized to travel on any IEEE activity are asked to seek the support of their employer for travel expenses and to request reimbursement from IEEE only when such support cannot be obtained.

Document Notes

Note: Rate is \$0.555/mile effective Jan 1 2012.

If driving to a meeting a rental car should be used if the total cost is less than that incurred using your personal car and claiming the mileage rate. Midsize cars are usually available at weekend (noon Thu thru noon Tue) rates of less than \$50/day, all taxes and fees included, from Hertz, National, Avis, Enterprise, Budget, and others if rented from a non-airport location. Frequently delivery to your home or business is available at no cost (pick you up and take you to rental office to complete rental) and similar service on return.

Example: SoutheastCon requiring arrival before 5 PM Friday and departure after noon Sunday might require car rental late Thu and return early Mon, incurring <= \$200 for rental. Assuming about \$14 gasoline cost per 100 miles then a rental car is less expensive than your personal car for any trip that is over 235 miles each way.

[Excel Spreadsheet Version of Expense Report](#)

Updated: 5 Mar 2012 Gregg Vaughn (rate change, 2012 rate: \$0.555)
Updated: 10 Feb 2010 Gregg Vaughn (rate change, 2010 rate: \$0.50)
Updated: 19 Jan 2009 David Green (rate change, 2009 rate: \$0.55)
Updated: 02 Jul 2008 David Green (rate change, 2008, July-Dec rate: \$0.505)
Updated: 11 Dec 2007 David Green (rate change, 2008 rate: \$0.50)
Updated: 24 Feb 2007 David Green (rate change, 2007 rate: \$0.485)
Updated: 16 Jan 2006 David Green (rate change, 2006 rate: \$0.445)
Note: 1 September 2005 to 31 December 2005, rate was \$0.485
Updated: 12 Dec 2004 David Green (rate change, 2005 rate: \$0.405)
Updated: 10 Dec 2003 David Green (rate change, 2004 rate: \$0.375)
Updated: 20 Jan 2003 David Green (rate change, 2003 rate: \$0.36)
Updated: 06 Jan 2002 David Green (rate change)
Updated: 09 Jan 2001 David Green (rate change)
Updated: 30 Dec 1999 David Green (rate change, Excel Reference)
Updated: 02 Apr 1999 David Green (rate change only)

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