

From: <montague@ieee.org>
Subject: Professional Development Activity expense rebates ---- Action Required before December 15
Date: December 1, 2012 9:50:20 PM CST
To: <sec-r03@ieee.org>
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▶ 1 Attachment, 33.3 KB

Region 3 Section Chairs and PACE Chairs,

IEEE-USA annually provides each US Region with a refund of some Professional Development Activity expenses. IEEE-USA imposes certain restrictions which the Region Representative (the PAOC Chair in Region 3) must follow when approving requests for Region funding of Professional Development events. The "Professional Development Funding Request" form is the vehicle for requesting Region funding and normally the Region can match expenses paid by the Section/Chapter, up to \$500 (exceptions made when justified); final payment for approved events is made to the Section/Chapter after the submission of the Professional Development Activity Final Report, which MUST be submitted in time for disbursement before the end of the calendar year.

TWO ACTION ITEMS:

1. If your unit has 2012 Professional Development Activities with approved Region 3 funding, ensure that all expenses are paid by your unit treasurer and that the Final Report (<http://www.ieeeusa.org/volunteers/pace/documents/SectionPACEProjectReport.xls>) is submitted to me **no later than Saturday December 15**. I will review and approve payment by the Region 3 treasurer of the actual expenses not already advanced, up to the original approved amount. Payment will be made to the unit treasurer so please ensure that the treasurer's contact information is current.
2. The IEEE-USA Professional Development Funds (PDF) allocation to Region 3 for 2012 is under subscribed (i.e., approved project funding is less than allocation). After consultation with Director Green, it has been decided to make the remaining PDF allocation available to Sections and their Chapters/Affinity Groups for Professional Development Activity expenses paid by the Section or or sub-unit. Available funds will be allocated on a prorated basis based on the total reported 2012 Professional Development expenses. Each Section may submit their 2012 Professional Development expenses, including their sub-units like Chapters and Affinity Groups (for activities NOT already approved) in a single 2012SectionProfessionalActivitiesReport.xlsx form (attached) that briefly describes each event (sufficient to identify its Professional Development nature), its total expenses, and an expense breakdown by source (Section, other IEEE source, participant fees, non-IEEE sources). Each event must identify the number of IEEE members (all grades) and non-members participating. These reports must be received **no later than Saturday December 15** to be considered.

In all cases the unit Treasurer's signature on a Final Report form certifies that all expenses have been paid in full and that expense records (vendor invoices, expense reports with receipts for individual expenses over \$25, etc.) are on file and will be maintained for 7 years as required by IEEE accounting requirements.

John Montague
Region 3 PAOC Chair and PACE Chair
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