

8.4 Region 3 Travel Policy

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):

- a) Branch Chair at \$40/day, 2.5 days maximum, contingent on attendance at the Branch Chairs Meeting.
- b) Branch Counselor at \$40/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 \$40/day, 2.5 days maximum.

Procedure:

Branch Chair and Student Paper participant vouchers are to be approved by the Branch Counselor prior to submission to the RSAC. 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 after the last day of the Student Conference.

Note:

The Region 3 student travel policy is structured to provide 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.