# Travelers Reimbursed by Region 3

- For Region 3 Committee including Section Chairs (or representative)

- Instructions, spreadsheet, position form, and travel policy on R3 website:
  - http://ewh.ieee.org/reg/3/excom/meetings/excel-expenses.html  (or bit.ly/1RSI6Kj)

- Please read and follow instructions on the website

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# IEEE Region 3 SoutheastCon - Position Form
# (Include with expense report)

| Name | |
|------|--|

**Region 3 role - authorized for travel reimbursement (fill in ONE)**

| Region 3 Committee Member | Position: |
|---------------------------|-----------|
| Section Chair or Alternate | Section: |
| Other | Role: |

**Please check off each Region 3 event that you attended:**

| Friday | | | Saturday | | | | Sunday |
|--------|--|--|----------|--|--|--|--------|
| Kickoff meeting | Reception | Area/Council Meeting | Morning Meeting | Candidate Speeches (at lunch) | Afternoon Meeting | Awards Banquet | Morning Meeting |
| | | | | | | | |

| Sign or type your name | |
|------------------------|--|
| **Dated** | |

# Submit

- Consolidate into one pdf

- Submit to R3treasurer@ieee.org

- Target is a check in the mail within a week of receipt of complete expense report

- Questions to Ken Pigg - j.k.pigg@ieee.org

- Please read and follow instructions on the website