



Travel Reimbursement Instructions SoutheastCon 2018

Ken Pigg
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Travelers to be Reimbursed by Region 3

- ▶ Region 3 Committee
- ▶ Region 3 Section Chairs (or alternate section 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)

Region 3 - Position Form

Completed Form must be included with Expense Report

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

<input type="checkbox"/>	Name	<input type="text"/>
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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
Morning Meeting	Afternoon Meeting	Area/Council Meeting	Morning Meeting	Afternoon Meeting	Awards Banquet	Morning Meeting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sign or type your name	<input type="text"/>
Date	<input type="text"/>

Submit Expense Report

- ▶ Consolidate everything into one pdf
- ▶ Submit the pdf 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***