

CCECE 2004

Expense Claim Guidelines

General

- Committee members are responsible for reducing the costs of their participation in Committee activities.
- Submit expense claims using the standard IEEE Expense Claim Form.
- Forward Expense Claim Form, including all original receipts to: **A. Kash Husain, Treasurer CCECE 2004, 685 Woodcrest Blvd, London ON, N6K-1P8**
- Conference Chair has delegated the responsibility for Expense Claim approvals to the Treasurer.
- Deviation from these guidelines requires prior written approval of either the Conference Chair or Treasurer.

Travel

- Expense Claims must be submitted within 30 days of the expenses being incurred.
- Original receipts must accompany each item claimed.
- Car Allowance of 32 ¢/km is available for those members who choose to use their own vehicle.
- Telephone calls are not a reimbursable expense unless it is for Conference business.
- Car rentals are not a reimbursable expense unless, prior written approval has been given by either the Conference Chair or the Treasurer.
- The Conference provides and pays for meal expenses at Committee Meetings.
- Additional meal expenses require the prior written approval of the Conference Chair or Treasurer. Meal allowance shall be: Lunch \$12.00 and Dinner \$25.00 (taxes and gratuity included)

Committee Expenses

- Committee Chairs are responsible to keep the cost of their committee expenses below the value of their established committee budget.
- Committee Chairs shall urge all Vendors to submit their invoices directly to the Treasurer for payment.
- Committee Chairs shall obtain written quotations from Vendors for expenses exceeding \$500. Submit quotations to the Treasurer.
- Committee Chairs must obtain the prior written approval of the Conference Chair or Treasurer to change either the approved activity or budget for their committee. Failure to do so may result in non-payment of the expense.
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