

IEEE REGION 3
TRAVEL POLICY
STUDENT BRANCH TRAVEL TO SOUTHEASTCON

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 as specified by the Region 3 Student Activities Chair (RSAC).

Mileage:

- (a.) Each student branch will be reimbursed for the roundtrip mileage of one (1) vehicle at the mileage rate authorized by the IEEE Controller.
- (b.) No air travel for student branches in the continental U.S. will be reimbursed.
- (c.) 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 Student Branch Leadership Training meeting.
- (b.) Branch Counselor at \$40/day, 2.5 days maximum, contingent on attendance at the Branch Counselor Training meeting.
- (c.) Student Paper participant (one per branch) at \$40/day, 2.5 days maximum.