

Travel Expense Reimbursement

- ▶ Region 3 Committee and Section Chairs (or delegate)
- ▶ **Complete** Instructions, form, and travel policy on R3 website:
 - <http://ewh.ieee.org/reg/3/excom/meetings/excel-expenses.html> (or bit.ly/1RSI6Kj)
- ▶ Please consolidate into one pdf if possible
- ▶ Submit to R3treasurer@ieee.org
- ▶ Target is a check in the mail within a week of receipt of complete expense report