



Travel Reimbursement Instructions SoutheastCon 2019

Ken Pigg
4/14/2019

Who is Reimbursed by Region 3

- ▶ Region 3 Executive Committee
 - ▶ Officers
 - ▶ Area Chairs
 - ▶ Committee Chairs
- ▶ Region 3 Section Chairs (or alternate section representative)
- ▶ Others specifically invited by the Director

How Do I Get Reimbursed by Region 3

- ▶ 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

Complete, Sign, and Submit with Expense Report

IEEE Region 3 SoutheastCon - Position Form
(submit this completed form with your expense report)

Name	
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Region 3 role - authorized for travel reimbursement (fill in ONLY ONE row)	
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 Sessions	Afternoon Sessions	Area/Council Meeting	Morning Sessions	Afternoon Sessions	Awards Banquet	Morning Meeting

I have reviewed the Region 3 travel policy and my reimbursement request complies with it.	
Sign or type your name	
Date	

Submit Expense Report

- ▶ Consolidate 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
- ▶ IEEE wants all reimbursement requests submitted within 30 days
- ▶ Questions to Ken Pigg, j.k.pigg@ieee.org
- ▶ ***Please read and follow instructions on the website***

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