

# **IEEE Canada**

## **2006 Expense Claim Guidelines (for all Meetings, including Student Caucus)**

### **General**

- Region 7 members are responsible for reducing the costs of their participation in Region 7 activities
- Any Region 7 member traveling by air must book their travel a minimum of three weeks in advance of travel. Region 7 members not following this guide line will only be reimbursed \$300.00 or the ticket cost, which ever is less.
- Region 7 members utilizing travel agents do so at their expense.
- Region 7 Committee Chairs are responsible for staying within approved project scopes and committee budgets.
- Region 7 Director has delegated the responsibility for Expense Claim approvals to the Treasurer.
- Deviation from these guidelines requires prior written approval of either the Director or Treasurer.

### **Travel**

- Expense Claims must be submitted within 30 days of the expenses being incurred.
- Original receipts must accompany each item claimed.
- For Electronic Airline Tickets, Boarding Cards must be submitted with the electronic ticket.
- Car Allowance of 32¢/km to the equivalent of advanced airfare is available for those members who choose to use their own vehicle.
- Telephone calls are not a reimbursable expense.
- Car rentals are not a reimbursable expense.
- Region 7 will reimburse members for flight cancellation insurance.
- Advance funds for purchase of airline tickets are available one month prior to the event. An Expense Claim must be filed along with receipts. The advance must be shown on the meeting Expense Claim along with submission of the airline ticket.

### **Region 7 Meetings**

- Region 7 provides and pays for hotel and meal expenses at Region Meetings.
- Additional hotel and meal expenses require the prior written approval of the Region Director or Treasurer.
- For 2006, Region 7 will not pay for the second Section Delegate.

### **Committee Expenses**

- Committee Chairs are required to approve Expense Claims for approved committee activities.
- Committee Chairs are permitted to commit funds in line with approved activities and budgeted amounts.
- Committee Chairs must obtain the prior written approval of the Director 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.

### **Limits**

- Expense Claims submitted without original receipts and/or more than 30 days after the expense has incurred will not be paid.
- These guidelines shall remain in force for 2006 calendar year.
- They must be reviewed and re-approved at the Region 7 Fall Meeting.
- The Treasurer must submit all Expense Claims to the Direct Elect for their approval and counter signature on the expense cheque.