

IEEE Canada

2008 Expense Claim Guidelines for Region Student Meetings

General

- IEEE Canada Student Congress Participants will be reimbursed up to \$700 for their travel costs. All costs above this are the responsibility of the participant.
- IEEE Canada students are responsible for reducing the costs of their participation in IEEE Canada activities
- Any IEEE Canada student member traveling by air must book their travel a minimum of three weeks in advance of travel. IEEE Canada student members not following this guideline will only be reimbursed \$300.00 or the ticket cost, which ever is less.
- IEEE Canada student members utilizing travel agents do so at their expense.
- IEEE Canada President has delegated the responsibility for Student Expense Claim approvals to the IEEE Canada Treasurer and/or Administrator.
- Deviation from these guidelines requires prior written approval of either the President or Treasurer.

Travel

- Expense Claims must be submitted within 30 days of the expenses being incurred (date of the meeting attending).
- Original receipts must accompany each item claimed – this includes boarding passes as well as proof of purchase of flight at least 3 weeks prior to travel.
- For Electronic Airline Tickets, Boarding Cards must be submitted with the electronic ticket.
- Car Allowance of 44¢/km to the equivalent of advanced airfare is available for those members who choose to use their own vehicle.
- Travel to and from airports must be the lowest cost method available. (shuttles are encouraged over taxi fares)
- Telephone calls are not a reimbursable expense.
- Alcohol is not a reimbursable expense.
- Car rentals are not a reimbursable expense.
- IEEE Canada will reimburse members for flight cancellation insurance.

IEEE Canada Student Meetings

- IEEE Canada provides and pays for hotel and meal expenses at Student Meetings.
- Additional hotel and meal expenses require the prior written approval of the Region President or Treasurer. Meals incurred on route to and from the meeting are normally not reimbursed. For travel times in excess of six hours, meals are subject to approval of the IEEE Canada Treasurer and/or Administrator.
- IEEE Canada will not pay for the second student branch Delegate.

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 2008 calendar year.
- They must be reviewed and re-approved at the IEEE Canada Fall Meeting.