

## **IEEE Canada 2011 Expense Claim Guidelines**

### **General**

- IEEE Canada members are responsible for reducing the costs of their participation in IEEE Canada activities
- Any IEEE Canada member traveling by air must book their travel a minimum of three weeks in advance of travel. IEEE Canada members incurring excessive airfare costs by not following this guide line will only be reimbursed with the approval of the ExCom.
- IEEE Canada members utilizing travel agents do so at their expense.
- IEEE Canada Committee Chairs are responsible for staying within approved project scopes and committee budgets.
- IEEE Canada 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 44¢/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.
- IEEE Canada will not reimburse members for flight cancellation insurance unless prior arrangements have been made with the IEEE Canada Treasurer for special circumstance. IEEE Canada will reimburse IEEE Canada Members traveling on Region business for travel (life) 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.

### **IEEE Canada Meetings**

- IEEE Canada provides and pays for hotel (spring – Thursday (if attending training session), Friday, Saturday and fall – Friday, Saturday) and meal expenses at Region Meetings.
- Additional hotel expenses require the prior written approval of the IEEE Canada President or Treasurer. Reasonable meal expenses incurred during travel to and from the IEEE Canada meeting will be paid.
- IEEE Canada shall pay all travel costs for one delegate to the Spring and Fall Region meetings from each Section.

### **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 occurred may require the approval of the IEEE Canada Excom, at the Treasurer's discretion.
- These guidelines shall remain in force for 2011 calendar year.
- They must be reviewed and re-approved at the IEEE Canada Fall Meeting.
- The Treasurer must submit his/her Expense Claims to the Direct Elect for approval and counter signature on the expense cheque.