IEEE Canada
2015 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 day**s of the expenses being incurred.
- **Original receipt**s must accompany each item claimed.
- Expense Claims may be submitted **electronically** provided they are done in accordance with the following guidelines: Naming: lowellc_springmeeting_may. Expenses should be sent in within 30 days from the meeting. Send one pdf file (B/W, 150/200 dpi). Mail report and original receipts to treasurer.
- Car Allowance of **53¢/km** to the equivalent of advanced airfare is available for those members who choose to use their own vehicle. **Submit** a map (Google Map/MapQuest etc.) verifying distance (km) claimed, for distances greater than 200 km one way.
- IEEE Canada will reimburse members for the use of Ground Transportation (Taxi/Shuttle/Bus, etc). Use of a Limousine Service is **not** a reimbursable expense.
- Telephone calls and hotel Internet charges **are not** a reimbursable expense.
- Car rentals **are not** a reimbursable expense, unless prior written approval is obtained from the IEEE Canada Treasurer.
- IEEE Canada **will no**t reimburse members for flight cancellation insurance and fees associated with the use of Travel Agents, Seat/Flight Upgrades and Seat Selection. IEEE Canada **wil**l 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.
- Origin and destination information must be provided on the expense form in order to receive payment.

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 **2015** 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.