



IEEE Canada



Procedure For Submitting Expense Claims Electronically

IEEE Canada members are given the opportunity to submit their Expense Claims electronically. They may continue to submit all original Expense Reports and Receipts to the IEEE Canada Treasurer. However, if they choose not to do so, they must retain the originals for a period of 7 years.

1. All Expense Claims must be completed using the latest approved IEEE Canada Expense Report Form.
2. All Expense Claims must be completed in accordance with the IEEE Canada Expense Guidelines.
3. Complete all required field including: name, mailing address and postal code, nature of activity, dates of travel etc. Enter the amount of Tax (HST/GST) in the cell adjacent to an expense. For Airfares, enter ONLY the HST or GST as shown on your airfare receipt. DO NOT include any or all other fees charged by airlines, e.g. Nav Fee, Airport Fee, Security Fee, etc.
4. Sign and date the original Expense Form and attach all receipts.
5. Multiple receipts should be tapped to a sheet of paper.
6. Submit and attach ONLY the first few pages of your Airline receipt, which shows your flight itinerary and airfare, paid.
7. Scan the complete Expense Claim Document (Expense Form + Receipts) as one PDF file. Use a low to medium scan resolution so that the scanned file is less than 1MB. JPEG, BMP or any other file format is NOT acceptable.
8. Name the scanned file using the following format:
lastname+initial_Activity/Event/Committee_Month.PDF
For example: BrownK_FallMeeting_Oct.PDF SeeyerAB_TISPCComm_July.PDF
9. Email the PDF file to the IEEE Canada Treasurer
10. **Retain the original Expense Report Form and all original receipts for a period of 7 years, unless, the IEEE Canada Treasurer requests a hard copy. The member shall then mail the original signed Expense Form and all receipts to the IEEE Canada Treasurer.**

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