

7.0.3 TC– Budgets & Expenses (generic)

approved 12/01

The Vice President – Technical Activities will inform each Technical Committee (TC) of its budget.

When a Committee feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more TC Officers for discussion and approval at a Committee meeting. (Such discussion can also be carried out via the Committee’s email list.) The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the Committee agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the TC will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

Expenses will normally be incurred for maintaining the TCs information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are TC funds to be used for travel purposes.