

## IEEE Travel Policy

### From the Financial Operations Manual (FOM) regarding Business Class & First Class air fare.

FYI for those who may not be familiar with the IEEE travel policy, here is the latest from the IEEE Financial Operations Manual. Note that IEEE ComSoc does not budget for business class travel.

a) Airfare. In accordance with IEEE Policies Section 11.6.B, all persons traveling on IEEE business who seek reimbursement for airfare or for which airfare is provided for them by IEEE, shall travel economically by booking economy class flights well in advance. Persons seeking to book higher-grade seats on economy flights, or full coach fares, **must contact their major organizational unit's Vice President or President for approval prior to booking.**

Reimbursement or purchase by IEEE for business class fares shall be permitted only (i) when the flying time is over eight consecutive hours for a single segment or over eight hours flying time where a layover is required, and (ii) when budgeted by the organizational unit. For business-class travel in compliance with the preceding conditions, individuals are encouraged to purchase upgradeable coach class fares and use miles or coupons to upgrade to business class. Business class is defined as an intermediate class above economy class but below first-class. Permission to travel business class for medical reasons may be granted by the IEEE President.

Reimbursement or purchase by IEEE of first-class fares shall be made only when extenuating circumstances warrant the expense to IEEE and only when (i) all criteria for business class travel have been met, (ii) it is the only class of service offered on the aircraft other than economy class, and (iii) permission has been granted by the IEEE President. On aircraft where three classes of seating are offered, (i.e., coach, business and first), the unavailability of seats in business class (the intermediate class) shall not be cause to purchase a higher-grade ticket.

All first-class fares reimbursed or provided by IEEE, and the justification and circumstances associated with the purchase, shall be reported to the IEEE Audit Committee.

-----  
Regarding spouses:

The Financial Operations Manual (FOM) has always had a paragraph about reimbursing the President for spousal travel which implied that no one else's spouse was covered.

In **September 2009**, the following was approved by the BoD and added to the FOM explicitly disallowing reimbursement for spouses:

"IEEE does not reimburse for the travel expenses of spouses or travel companions as an entitlement. Airfare, hotel, and incidental costs of spouses or travel companions are never covered but it is recognized that there are occasions where the demand on volunteer time in particular, requires travel with a spouse or companion which may result in some meal costs being expensed. Since the purpose of the business trip is already deemed necessary and the only incremental cost is the spouse/companion meals, expensing the meals is acceptable as long as the cost is reasonable and the practice is not perceived as an entitlement. Spouse/companion costs for purely social gatherings must be reimbursed on the staff or volunteer person's expense report as a reduction of reimbursed expenses."