

Policies & Procedures - 1.2 Travel Policy

- approved 06/09/99 , updated 11/02 -

I. General Policy

The Communications Society values the contributions of its volunteers and supports a policy to fund certain travel and living expenses incurred by volunteers on official business for the Society. However, reimbursement for travel and living expense is not the general rule. At the time of nomination, a candidate to a ComSoc elected office or appointed position shall be informed that individuals are expected to be supported in this regard, by their employers.

Pursuant to sound fiscal policy, to limit Volunteer travel-related expenditures, and to encourage alternative means of doing the business of the Society, the total expenditure in any given year should not exceed 3% of the ComSoc expense budget for that year.

II. Eligibility Policy

IEEE ComSoc members may be reimbursed for travel and living expenses on ComSoc official business whenever authorized by a ComSoc elected officer from their budget. However, it is expected that members will only request reimbursements (or partial reimbursements) when alternate funding is unavailable. Reimbursement will be subject to the following definitions and restrictions:

IEEE ComSoc official business occurs when a member conducts ComSoc management or governance business or provides essential ComSoc representation at meetings outside normal conference venues.

Registration fees for IEEE ComSoc meetings and conferences events will not be reimbursed, nor will travel to an event solely to attend that event.

Expenses will be reimbursed on the basis of what is reasonable and customary. For air travel, fares less than or equal to advance purchase coach fare are permitted but discounted fares should be used when available.

An upgrade to Business Class travel is permissible and reimbursable when flown. The

travel must be international and include an aggregate of 6 (changed from 7) hours or more of airtime. Such travel must be covered in the officer's budget for that year and also be approved prior to travel by the IEEE Vice President of Technical Activities.

III. Exceptions to Policy

Should an Officer wish to authorize travel that would lead to a Department or Society budget overrun or to a policy exception, approval of the President is required. The Executive Director will maintain a record of any significant exceptions to this policy and include such exceptions in his twice-yearly reports to the BoG.

Source URL: <http://www.comsoc.org/about/documents/pp/1.2>