

Policies & Procedures - 1.3 Travel Procedures

- approved 06/09/99 -

I. Budgeting - Officer and Director annual travel budgets for the coming year will be finalized at the September OpCom and approved by the Board of Governors at their November meeting. All travel budgets will be based on what is reasonable and customary. Airfares should be budgeted for advance purchase coach or less. As part of the Budget approval process, the Treasurer will advise the BoG of the overall Volunteer travel budget cap for the year and if the requested travel exceeds the cap. The cap shall be set at 3% of the the expense budget for the year.

A. Travel for Officers and Directors must be included as line items in their respective Executive Budgets. Travel funds for BoG Members-at-Large and other designated representatives will be included in the President's budget.

B. Travel for Volunteers other than the Officers and Directors shall be included in departmental budgets and must comply with the IEEE ComSoc Travel Policy (and with individual departmental policy and procedures.)

II. Approval and Review Procedures - All Volunteer travel expenses will be submitted on the official IEEE travel expense form (paper or electronic) or equivalent and processed in accordance with IEEE ComSoc approval procedures. An Officer may authorize travel that would lead to a budget overrun or to a policy exception only with prior approval of the President. The Executive Director shall summarize travel overruns and policy exceptions as part of his regular report to the BoG.

A. The Conference treasurer may authorize reimbursement for approved travel from the approved Conference budget consistent with IEEE ComSoc policy. Such reimbursements will be subject to the normal conference auditing procedures. Exceptions to policy will be included in the audit report.

B. A spreadsheet breakdown of all Volunteer travel expenses processed to date will be part of the Treasurer's back-up documentation at BoG meetings and will be made available on request at other times with the approval of the Treasurer.

III. Reference Documents - Paper or electronic forms are available on request from IEEE ComSoc Staff. Additional information on IEEE ComSoc's business practices can be found in the 10 June 1998 BoG minutes: specifically, 6a - "Guiding Principles" and 6b - "Issue paper on Volunteer Conference Leadership: Maintaining Standards of Excellence."

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