

Policies & Procedures - 1.4 Volunteer Travel Voucher Review

- approved 1/98, updated 5/08 -

These guidelines are intended to assist IEEE ComSoc Volunteers with the proper approval of expense vouchers for official IEEE ComSoc travel. They comply with IEEE guidelines and are considered sound business practice.

Volunteers should forward their expense vouchers and receipts to the Executive Director or the Staff Manager, Finance for processing.

Staff will approve, or on an exceptions basis, summarize major expenses and forward with a recommendation for action to the appropriate Vice president; vouchers for VPs and all those not reporting to VPs (e.g., Treasurer, BoG Members at Large, Committee Chairs) will be forwarded to the President for appropriate action.

The President, Past President, and President-Elect will forward their own vouchers to the Executive Director for approval, processing, and payment.

A spread sheet breakdown of all Volunteer travel expenses will be part of the Treasurer's back-up documentation at the BoG meetings.