

Policies & Procedures - 1.5 Volunteer Travel Expense Reimbursement

- approved 1/07 -

As announced in January 2007, IEEE has discontinued the process/option of direct billing of airline tickets to IEEE effective May 2007. All volunteers are requested to use their personal credit cards for IEEE travel and to submit expenses following the standard IEEE expense reimbursement procedures. ComSoc volunteers who have a concern about using a personal credit card or who need other options should contact:

Bruce Worthman
Telephone: +1 212 705 8911
Email `b [dot] worthman [at]comsoc [dot] org`

Carole Swaim
Telephone: +1 212-705-8970
Email: `c [dot] swaim [at]comsoc [dot] org`

IEEE fares are supposed to be the lowest available (because of the IEEE volume discounts). You may make your arrangements via the IEEE Travel Department (in any of the following ways):

Web site: <http://www.ieeetravelonline.org/>
Telephone: 1-800-try-ieee or 732-562-5387
E-mail: `ieee [dot] travel [at]ieee [dot] org`

Should you obtain airfares substantially higher from the IEEE Travel Web site (versus on your own) you may contact IEEE (via email above) before booking your flight, and include your intended itinerary (dates, times, and airline).

After the trip is over you will complete and mail the IEEE Expense Form (attached) with your receipts (including your airplane and hotel receipts, etc.) to Bruce Worthman or Carole Swaim (address above)