

## EPS BoG Travel Reimbursement Policies and Procedures

**PLEASE NOTE:** IEEE has established a 60 day threshold to submit an expense report. All reimbursable expenses must be fully approved and submitted within 60 days after the expenses have been incurred.

Effective January 1, 2023: EPS travel support policy has two reimbursement categories for BoG meeting travel - Intracontinental and Intercontinental, where Intracontinental travel is within the boundary of a single continent, and Intercontinental travel crosses a continental boundary. Maximum reimbursement levels per trip of \$1600 for Intracontinental travel and \$2450 for Intercontinental travel.

This will cover:

Economy/coach airfare (Details below) for domestic and overseas (also luggage fees), hotel, internet service, meals for yourself (if not provided during the meeting; total should be limited to no more than \$100/day), taxi or other ground transportation (to/from airport, hotels, home, etc.), **car rental by exception only.**

**Travel for non BoG meetings or events must receive prior approval from the EPS President. Expense reimbursement is limited to the maximum trip reimbursement noted above.**

Air travel

- Non-refundable Economy Class is standard for IEEE business travel.
- Economy class is defined as the basic coach fare, which is the lowest fare offered by the airline.
  - If there are any additional fees to assign a seat, the fee will also be subject to reimbursement.
- Travel insurance for trip cancellation (e.g., airfare) or lost baggage will be reimbursed.
  - Travel insurance for medical coverage (e.g., doctors or hospital while traveling) is not reimbursable.
  - IEEE maintains a [Global Travel Accident Medical Expense Plan](#) to protect IEEE volunteers who become ill or injured and require immediate medical attention while traveling on authorized IEEE business **outside** of their country of permanent residence.
  - Most major personal healthcare plans do not cover international emergency care, so the IEEE Global Travel Accident Plan would act as the primary insurance when traveling on IEEE business outside one's home country.
- Economy class tickets that include fees for extra leg room, priority boarding, etc. are permissible if pre-approved as noted below:
  - Upgrades are permitted at the traveling volunteer's personal expense provided they can substantiate the difference between the lowest fare and the fare selected.
  - Upgrades should not be charged to IEEE unless it is budgeted by the organizational unit, and with pre-approval of Organizational Unit leadership.
- Non-refundable premium economy, economy plus and similar classes booked are acceptable if approved by the organizational unit leadership providing the funding for travel (e.g.,

Organizational Unit Vice President or President, Society President, Region Director, Section or Geographic Council Chair).

- Business Class is acceptable for (i) flights with elapsed flight time over 8 consecutive hours for a single segment or over 8 hours flying time when a layover is required, (ii) when it is budgeted by the organizational unit, and (iii) with pre-approval of major Organizational Unit Vice President or President. Pre-approval to travel business class for medical reasons may be granted by the IEEE President.
- **Regardless of the class booked, reimbursement is limited to the maximum trip reimbursement noted above.**

#### Lodging

- Hotel accommodations will be covered for the day preceding the BoG meeting and the day of the meeting. If a BoG Information session is held prior to the BoG, accommodations preceding that meeting will be covered as well.
- If the BoG is held in conjunction with a flagship conference, conference registration will not be reimbursed.

Full Details on IEEE Reimbursement Policies can be found [here](#).

Expense reimbursement requests need to be submitted via the Concur expense reporting system. You will need an IEEE account to enter your expenses into Concur.

- If you do not have an IEEE Account, establish one [here](#).
- If you have an IEEE Account, request access to Concur [here](#). You will then be able to log in within 24 hours, after your account has been provisioned. (Note: You will not receive an email when your account becomes active.)
- Log into Concur [here](#) (you may be prompted to enter your IEEE credentials to log into the IEEE network before entering Concur). Fill out your profile, including your banking and traveler profile information (where applicable). If your local currency is **not** USD, EUR, CAD, INR, or SGD, you will need to create a Western Union profile for reimbursement

For BoG Travel, please use the following purpose to ensure the report is routed correctly for approval:

Report Name: BoG Travel

Level 1: Technical Activities Societies

Level 2: Electronic Packaging Society

Level 3: BoG Travel

Level 4: ADCMX