Guidelines for EPS Travel Award expense reimbursement

The goal of the EPS Student Travel Award program is to foster maximum student participation and to recognize students with superior conference papers. The Travel Awards are intended to assist students to attend the EPS sponsored conferences. The table below explains eligible and ineligible expenses. Please note the limits on eligible expenses.

Costs that are directly tied to conference attendance are reimbursable up to limits set by the award and in accordance with EPS travel limits and guidelines.

Example 1 Lodging

Hotel is covered from the day prior to the conference start date through the day after the conference end date (i.e. – if the conference begins on a Tuesday and ends on a Friday, hotel costs will be covered for Monday through Friday). If you are attending a PDC and it occurs the day prior to the conference start date, the reimbursement request may include the night prior to the PDCs.

Example 2 Transportation

You stay at a non-conference hotel. Your transportation from your home to the airport (e.g., bus, train, taxi) and back is reimbursable. One round trip between your hotel and the conference per day is reimbursable. Note rental cars can be reimbursed on an exception basis.

If you have any questions on whether an expense is reimbursable, please ask *before* you make the expense.

Eligible expenses	Ineligible expenses
Airfare at economy/coach fare	Guest meals
Baggage check fees	Entertainment, including in-room games and movies
Hotel covered from the day of the conference start date through the day after the conference end date (can include day prior to PDCs if registered).	Professional Development Courses
Max hotel reimbursement = Conference rate	
Conference registration	
In-room internet	
Transportation from home-airport-hotel and reverse	
One round trip daily between non-conference hotel and conference	
Meals not provided by the conference	

Reimbursement will be made after the conference, using the IEEE expense form. Reimbursement requests can be submitted electronically with scanned receipts. You need to complete and submit the reimbursement form and the "vendor" form.

Submit requests for reimbursement and supporting documents to Concur:

You will need an IEEE account to submit. If you do not have one, you may create one [here](#).

Once your account is created and you may submit via [Concur](#).

Please use the following Purposes for your expenses:

Purpose Level 1: Technical Activities
Purpose Level 2: Electronics Packaging Society
Purpose Level 3: Student Travel Grants
Purpose Level 4: 00000