

## Guidelines for EPS Travel Award expense reimbursement

The EPS Travel Award is intended to assist students to attend the ECTC, ESTC and EPTC. Costs that are *directly* tied to conference attendance are reimbursable up to the limits of \$1300US for intra-continental travel and \$2100US for international travel. The table below explains eligible and ineligible expenses. Please note the limits on eligible expenses.

### Example 1 Lodging

You are attending the conference, but not the PDC. Hotel is covered from Tuesday night through Friday night. If you check in on Monday night and check out on Saturday (5 nights), you can submit the hotel receipt for the entire stay, but only claim Tuesday night through Friday night (4 nights). If you are attending a PDC, the reimbursement request may include the night prior.

### 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 are specifically *not* reimbursable.

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	Rental car and related expenses
Baggage check fees	Guest meals
Hotel from night before ECTC to night after ECTC (can include day prior to PDCs if registered)	Entertainment, including in-room games and movies
Max hotel reimbursement = ECTC conference rate	Lunches on ECTC days
Conference registration	Professional Development Courses
In-room internet	
Transportation from home-airport-hotel and reverse	
One round trip daily between non-conference hotel and ECTC	
Up to \$65/day for individual's meals	

Reimbursement will be made after the conference, using the IEEE expense form. Reimbursement request 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