

## IEEE PELS Travel Reimbursement Policy (2012.09.21)

Members of AdCom and its standing and technical committees are selected because they are active in PELS and it is assumed that they will attend one or two of the PELS conferences where the committee meetings are held and therefore PELS may not need to pay their expenses.

1. Voting members will be eligible for reimbursement of travel up to two times per calendar year for attending the meetings of their respective committees for the following expenses:
  - Accommodation in the meeting hotel for one night before and one night after the meeting, and if attending multiple committee meetings over several days for the nights between the meetings,
  - Up to \$750 for travel expenses, which is increased up to \$2000 for travel that includes flying time over 6 hours for a single segment?
2. For travel to meetings and other business **on assignment** by PELS, the officers and members of PELS will be reimbursed for full reasonable travel expenses.
3. The general IEEE travel rules apply. The travel and anticipated expenses must be approved by the PELS President and Treasurer and communicated to PELS Administrator in advance. After the travel is complete, the receipts must be scanned and sent to PELS Administrator and Treasurer along with a signed IEEE Expense report. Reimbursement of travel expenses incurred by the PELS President must be approved by the Treasurer and one of the Vice Presidents.
4. If the money in the budget has been exhausted the above does not apply. In extreme hardship cases the President has the authority to approve exceptions.

This supersedes all travel policies in the past.

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### IEEE Policy detail for Business Class

Based on the actions taken at the November 2009 IEEE Board of Directors meeting, and the directive of the President and CEO, the revised IEEE travel policy is as follows: The reimbursement or purchase by IEEE of business class fares shall be permitted only (i) when the flying time is over eight consecutive hours for a single segment or over eight hours flying time where a layover is required, (ii) when it is budgeted by the organizational unit, and (iii) with permission of the major organizational unit Vice President or President or in the case of staff, the IEEE Executive Director. Individuals are encouraged to purchase upgradeable coach class fares and use miles or coupons to upgrade to business class. Permission to travel business class for medical reasons may be granted by the IEEE President.

Upgrades are allowed at the traveling individual personal expense. Upgrades must not be charged to the IEEE. An upgrade is allowed if the ticket cost does not exceed the lowest available airfare/authorized class of service.

Effective immediately, this policy will also be applied to IEEE staff travel reimbursements as well as reimbursements for travel by IEEE volunteers.

Please Note: This policy is not a business class travel authorization; consequently, employees/volunteers cannot use this policy to justify business class travel. All travel must be duly authorized; this policy only involves reimbursement for the cost of business class travel. Further, if Organizational Unit budget constraints obviate business class travel, then such travel cannot be authorized.

The lowest logical airfare should be used where possible in the form of non-refundable and advance purchase airfares. Lowest logical airfare is defined as the lowest fare among flights that arrive or depart within a specific time window around their requested arrival or departure times.

Alternate airports should be considered when the one-way saving is US\$100.00 or greater.