



2017 IEEE Region 5 Student Award Area Paper Winners Travel Reimbursement Guidelines

Region 5 will cover the expense for a single winner in each of the categories of each Area to travel to the competition and compete for a Region 5 award. This document sets forth guidelines for proper reimbursement for the travel to the student competition. Deviations must be approved by the Director.

While multiple winners will receive an award, the Region 5 policy is to only reimburse one of the authors. It is up to the authors to decide amongst themselves, but it is the responsibility of the Area Chair to indicate who the funded traveler will be and this to be passed onto the Treasurer four weeks out with the Award information mentioned above. Typically, if additional authors wish to attend, the Section or their Branches have picked up the expenses.

The following is covered

1. Travel by airfare or vehicle.
 - a. If traveling by air - 21 day advance where total cost per student branch is not greater than the equivalent mileage maximum
 - b. If traveling by vehicle – mileage will be reimbursed at the current IRS rate up to 300 miles round-trip. No additional reimbursement if the vehicle is rented.
2. Lodging – Up to 2 nights only at the conference hotel at the conference rate. It is strongly encouraged for students to share rooms in order to keep expenses minimal.
3. Meals – Not to exceed \$20 for only those meals not covered by registration. Registration covers all meals while at the event including the banquet on Saturday night.
4. Convention registration for students at the convention rate.
5. Ground transportation – Hotel shuttle or Denver Light Rail only. This amount is reimbursable.

It is the Area Chair's responsibility to see that each winner that is traveling not only has a room at the convention hotel, but the room is booked under the convention rate. Moreover, please ensure that the student has booked his/her airline travel 3 weeks in advance. It is a good practice to go through reimbursement process with each award winner at the same time of congratulating them. Many students are traveling on their own for the first time.

Reimbursement Process

The student is to submit a funding request, expense form, and receipts within 3 weeks after the travel is complete to the treasurer. Note: Please include your student member number, a reliable email and cell number along with an address you will be able to deposit the funds most expeditiously. The Region expects reimbursement checks to be deposited immediately. It is encouraged that we get this step completed before the student ends the semester.

The reimbursement check will usually be processed within the week of the request and often back to you during that same week it is received.

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