

How to Fill Out and Submit an IEEE Expense Report

Reimbursement Overview

- The MTT-Society follows travel reimbursement procedures that are standard across IEEE. There are some additional restrictions for the MTT-S chapter chair travel expense program that are described in this document.
- The procedures are intended to respect your valuable time and energy. These procedures also ensure that any internal examination finds records that make IEEE and MTT-S consistent.
- Many particulars of the IEEE process are mandated by US tax law.
- You should return the completed form within 21 days from the last day of travel.
- The most recent IEEE Expense Report form can be downloaded from the IEEE web site by going to:

http://www.ieee.org/about/volunteers/committee/finance/finance_expense_report.html.

How to Fill Out the Travel Reimbursement Form

- Your name, address and IEEE membership number should be entered in the upper left hand corner of the form (lines 7 -13) of page 1.
- The end date of your travel and your official position in IEEE should be entered in the upper right hand corner (lines 7, 8 & 9) of page 1.
- The purpose of your trip must be provided near the top-center on a day-by-day basis (G 14, H 15, . . .M 20) of page 1.
- The specific dates of your trip as well as your location by day should be entered on lines 21 and 22. These dates will automatically appear on page 2 under "Meals".
- Itemize transportation, tolls, parking, bus, train, and taxi fares on the 2nd page of the form (lines 14-20). Tips may be included on the 2nd page of the form (lines 56-62). Please note that lodging, local transportation and tip expenses will be reimbursed at actual cost. You must add these items and list the total for each day on page 1 (lines 26 & 27).
- Meal expenses are also reimbursed at actual cost but cannot exceed \$25 per meal nor \$75 per day. Please notice that meals for the day are entered on page 2 of the form (lines 29 - 35) and will be automatically totaled and posted to page 1, line 30. No meal receipts are required unless the traveler claims the full \$25 for a meal. "Social" expenses and meal expenses for "Official Guests" will not be reimbursed for this program.
- When personal auto mileage may be claimed, check the appropriate box on page 1 (line 24) and fill in the mileage (or kilometers) for each day (line 25).

- If "Other" reimbursable expenses are included on lines 33 & 34, an explanation must be provided on lines 41 - 47.
- If you mistakenly enter a number in the wrong cell do not copy and paste, as certain automatic functions will be lost. Simply delete or enter zero then go to the correct cell to enter the figure.
- Submit receipts for each expense over \$25.00 USD. Receipts must also be provided for all transportation and lodging expenses.
 - Scanned receipts or photos of receipts are acceptable provided they are clear and legible.
 - Each receipt should be accompanied by an explanation of what that receipt is for. For example, the receipt must include a note that says "air fare from X to Y round trip" or "dinner on 9 March", etc. If receipts of multiple currencies are used, the explanation should include the value of the receipt in \$US. See notes on Multiple currencies below.
- Sharing Costs:** When you pay for a travel companion and want reimbursement for only your portion of the bill, write the calculated portion to be reimbursed on the form and the same amount should be noted in your receipt explanation. This helps internal IEEE accountants match receipts to figures on your form.

Multiple Currencies

When multiple currencies are used in the same trip, you should fill out all amounts converted to dollars on the expense form. According to IEEE policy, payments will be made in the currency you prefer and are not necessarily determined by the country in which you reside.

If, for example, you used Euros, dollars and yen in the same trip, all expenses should first be converted to dollars and entered on the form. Any required receipts in Euros or yen should include a conversion to dollars in the receipt explanation.

Currency Conversion To find a currency converter on line, you can use a search engine an search for the term "*currency conversion calculator*".

For each non-US currency you must provide a printout of the exchange rate to document the rate you noted on the form.

Currency of Payment You must indicate in your correspondence and on the form (line 47) if you wish to be paid in currency other than \$US.

How to Submit Your Expenses for Reimbursement

You may submit your expense reimbursement requests via email to:

m.golio@ieee.org
IEEE MTT MGA Administrator

along with a second file containing your scanned receipts (with explanations).