Visit [https://www.mtt.org/chapter-officers-handbook](https://www.mtt.org/chapter-officers-handbook) and select the link which is appropriate for your request.

MGA coordinator will process your request.

- **For travel and purchase**
  - MGA coordinator will notify you of the outcome and provide an approval number
  - If approved: Proceed with booking your travel or purchasing items (if the request is for purchasing items)
  - If not approved: MGA Coordinator will process the request to transfer the funds

- **For non-travel and non-purchase**
  - MGA coordinator will contact you for further information
  - If approved: If approved
  - If not approved: MGA coordinator will notify you of the outcome

Once the travel is completed or the purchase is completed, submit the expense report using the SAP Concur tool at: [https://corporate.ieee.org/resources/travel-medical-and-insurance/ieee-expense-report](https://corporate.ieee.org/resources/travel-medical-and-insurance/ieee-expense-report)

Include these items in your expense report:
1. Your receipts
2. Approval # from coordinator

The transfer will take about 6 to 8 weeks

Information Updated 16 March 2019
Where to type the approval number into Concur

Step 1:

Log into Concur, and click "Start a Report"

Step 2:

Receipts are added to the report during the next step.

If Concur lists your email address as “verified”, then you can email photographs of your receipts from your email address to receipts@concur.com. To learn if your email address is verified, log into Concur and check the profile information.
Supplemental Information

Contact Information Updates
In order to share important information with your chapter, we need the correct names and emails for your current Chapter Officers.
https://www.mtt.org/reporting-chapter-officer-changes

Distinguished Microwave Lecturers & Speakers Bureau
https://www.mtt-tcc.org/distinguished-microwave-lecturers
https://www.mtt-tcc.org/speakers-bureau

Information on Publications
https://www.mtt.org/publications

Policy on Travel Assistance to Attend Chapter Chair Meeting (CCM)
https://www.mtt.org/chapter-officers-handbook/travel-funds-for-chapter-chair-meeting-attendance/

Policy on Chapter Activity Support
The amount of support will be $1000 for chapters comprised only of MTT-Society members, or $500 for joint chapters which are associated with other IEEE Societies (such as AP, ED, EMC, etc.). Chapter officers can use the form to apply for chapter activities support starting in January of each calendar year. Decisions concerning what chapters will receive support are usually made within one month of receiving the application. Funding later in the year is usually available, but not guaranteed.

Policy on Workshop/Symposia Support
The MTT-S AdCom has established a fund to aid needy chapters in putting on workshops and symposia. The fund provides $500 seed money per chapter to aid in putting on a yearly workshop or symposia. We have limited funding so please do not apply unless the money is truly needed. With the approval of the Chair of the Membership and Geographic Activities (MGA) Committee, funding of up to $1000 may be approved for a local chapter Workshop or Symposium. However, if you are applying for more than $500 Workshop/Symposia support, you cannot use this form. You must develop an event proposal with a complete budget, descriptions of the program, expected attendance, etc. and submit it to the MGA committee chair. Please note that this funding is very limited. Regardless of the amount of funding requested, a qualifying workshop or symposia must be at least four hours in length, and an IEEE membership booth must be present at the event.