

SC08 Reimbursement Guide Region 2

1. Primary Delegates from section

Registration fees waived, which includes meals covered by registration
Conference Hotel fees billed to IEEE, paid directly by Region2
Air fare, taxi fares, parking at home airport, tips, meals not covered by registration fee will be reimbursed by Region 2, receipts needed.

2. Other delegates from section including GOLD

Registration fees paid by delegate. which includes meals covered by registration
Conference Hotel fees billed to IEEE, paid by section
Registration fees, Air fare, taxi fares, parking at home airport, tips, meals not covered by registration fee will be reimbursed by Section, receipts needed.

3. Region 2 Committee members

Registration fees paid by delegate, which includes meals covered by registration
Conference Hotel fees billed to IEEE, paid by region 2
Registration fees, Air fare, taxi fares, parking at home airport, tips, meals not covered by registration fee will be reimbursed by Region 2, receipts needed

4. Partners

Registration fees, air fare, and all other expenses paid by traveler.

5. For R2/Section Reimbursement:

Delegate must submit a completed expense report and receipts for all expenses over \$25.00.
POV mileage must be backed up by Mapquest/Google direction/route from residence to hotel.
Reimbursement limited to cost of least expensive round trip economy fare from home city to Quebec City, but full mileage reimbursement authorized for carpooling of two or more delegates.
Mileage rate is \$0.585 USD/mile.
Rental cars will not be reimbursed unless pre-authorized with proper justification

For the expense report, include:

Air fares, tolls, parking, mileage, taxi or limo fares, tips, hotel bills not directly billed to IEEE, meal expenses not covered by registration, registration fees. Sign, date, and mail¹ report and receipts to the [R2 Treasurer](#) or Section Treasurer. E-mail submission must include delegates' IEEE number as digital signature.²

¹ snail or email

² Physical signature not required on email as long as it has member number