

Volunteer Travel

All IEEE Volunteer travel and associated meetings must adhere to all appropriate guidance from cognizant local public health authorities. Local policies around meetings and travel vary across the globe and continue to evolve.

- Volunteers engaged in IEEE related travel and in-person activities acknowledge the continuing risk of exposure to COVID-19. Volunteers should understand that IEEE will not indemnify them for any health risk or economic or other loss resulting from exposure to COVID-19 during IEEE activities.
- Expenses related to COVID-19 testing will be reimbursed when traveling for IEEE business.
- IEEE will cover the reasonable additional costs for volunteers whose travel is interrupted by a positive COVID-19 test. (Eg. hotel and meals, costs of modifying air/land tickets, etc.)
- If they are in their home country, volunteer's health coverage/national health plan must cover their medical care. If they are outside their home countries coverage area (ie. traveling internationally) IEEE emergency medical coverage should be available.
- If a protective quarantine is required as a condition of entry to a country for all travelers, IEEE will not cover cost of quarantine and recommends that travelers find alternatives to in person attendance. This case is different from a quarantine imposed as a result of events that occur in transit and that are beyond the traveler's control.
- IEEE continues to provide videoconferencing, tele-conferencing, and online meeting tools to provide alternatives to travel.
- At this time, we will no longer require pre-approval of reimbursable IEEE volunteer travel at the IEEE volunteer OU President/Vice-President level.
- Insurance:
 - o Travel insurance solely for medical coverage or travel insurance that includes any type of medical coverage will not be reimbursed. There will be certain exceptions (i.e. the government official who was required to purchase "all inclusive" travel insurance) and we will address those on a case by case basis. Please refer to the following link for more information and FAQs regarding the Volunteer Global Travel Accident Medical Plan: <https://www.ieee.org/about/volunteers/global-travel.html>.
 - o Travel insurance for trip cancellation, lost baggage, etc. is permitted.
 - o The IEEE Volunteer Global Travel Accident/Medical Expense Plan includes Out of Country Medical coverage. The maximum benefit level for Out of Country Medical coverage is US\$250,000. The volunteer would be covered for their medical treatment if they contracted Covid while traveling on IEEE business outside of their home country. Emergency Medical Evacuation and Repatriation would also be covered. The insured person would be medically evacuated only if the treating physician and the travel assistance company physician agree that medical evacuation was necessary. The travel assistance company would need to follow the guidelines of the countries where the patient was getting medically evacuated to/from.
 - o The Plan does not require you to pre-register your travel. All volunteers acting in an official capacity on behalf of IEEE would be covered. This is paid for by IEEE.

If you have questions about your travel for Technical Activities, please email ta-travel-approve@ieee.org.

The [IEEE Travel & Expense Reimbursement Guidelines](#) are also available for reference.