

Dear Honorable AdCom members and all Society Volunteers

This is your treasurer, Olek, writing to remind you about the travel reimbursement procedure.

Remember that the **Finance Committee increased the travel allowance for the voting AdCom** members and voting TC and Senior/Live representatives **to US\$4k or equivalent per year combined** for both AdCom trips. In 2024 this limit is increased to \$5k with a caveat that a single trip is capped at \$3.5k.

AdCom members with voting rights do not have to pre-approve travel as long as their expense satisfy the aforesaid constraints. If you were asked to register for the conference **as a non-author** for the conference, that expense does not count towards your allowance.

Please tell us which pool of money should be used to pay back your expenses so that IEEE does not have to look it up at each stage of expense approval. There are several types of voting AdCom representatives – Elected AdCom members, Senior and Live AdCom Representatives, Technical Committee Cluster Delegates to name a few. Incorporate that information into the report name. **Choose the correct cost center (four levels of expense purpose).** See examples below:

The screenshot shows the 'Create New Report' form in SAP Concur. The form has the following fields and values:

- Report Name: AdCom 2023 - Voting AdCom member
- Report Date: 08/20/2023
- Expense Report Purpose Level 1: Technical Activities Societies
- Expense Report Purpose Level 2: Industrial Electronic Society
- Expense Report Purpose Level 3: AdCom - AdCom Travel
- Expense Report Purpose Level 4: ADCMX

There is a 'Comment' field and 'Cancel' and 'Create Report' buttons at the bottom. A note at the bottom of the form reads: 'When expenses come in, they will be added to this list.'

Level3: AdCom – AdCom Travel, Level4: ADCMX

- Elected AdCom Members with voting rights,
- Elected Cluster Representatives with voting rights,
- Elected Senior & Life AdCom Representatives with voting rights

Level3: Pres. Approval-Other/Adhoc – AdCom Travel, Level4: 00000

- President approved IES volunteers. Use preapproval form on IES website. Follow instructions on the form. Ask for travel authorization before the trip.

Level3: AdCom – Officer Travel, Level4: EXCOM

- IES Officers

See <https://www.ieee-ies.org/governance/treasurer> for more examples of purpose levels.

The reimbursement timeline: your report goes to Mr. President, Mr. President Elect, or a corresponding VP depending on the purpose of the trip. Upon their approval, it goes to me and then to Matt. All that typically takes one to two days. Then it goes to two more places in IEEE HQ which may take up to ten additional days. Then, if the expense is approved, it may take another up to five days to get the reimbursement.

In case of mistakes, the report returns to you, and the process restarts. Because it is vital for us that you get your money back ASAP, I do my best to scrutinize all receipts. I observed that it is better to return a report for correction after one day rather than two weeks. So please do not feel that the honorable officers or I am picky about the documentation.

Mistakes observed recently:

- Forgetting to provide a receipt for an item over \$25 or its equivalent.
- Including a receipt with no date or indication that the balance was paid in full.
- Hotel charges do not have to be itemized anymore except for the case below:
- Including meals (charged to the room) or parking on the hotel expense without itemization – If you have non room related items you must itemize per day.
- Converting the amount paid to your native currency using your credit card activity. Always use the transaction currency that is listed on the receipt. In order to use the correct transaction currency select the correct location first.
- Using the event date instead of the date listed on the expense invoice receipt. (I can correct the date for you only if the charge is in your native currency.)

Other IES Volunteering Activities outside of the AdCom Days:

If you attend additional IES volunteering activities that are not directly the AdCom meetings the hotel and subsistence expenses for those days are covered from a different pile of money. If you are a voting AdCom member you can still claim the bulk of your travel from AdCom travel funds. However, you have to itemize the hotel days and change the days not covered by AdCom funds to a different purpose level or fill in a separate expense report for those days. Examples include but not limited to Plugfest, Standards, SYP, TC meetings, WiE, DEI, and others. Each of the aforementioned activities has its own budget and expense purpose level.

Conference Registration and Other IES Volunteering Activities:

Voting AdCom members and officers can register for the conference accompanying the AdCom meeting using complimentary non-author registration procedure. Registration typically will no longer be reimbursed. Non-voting AdCom members, IES volunteers shall please contact the VP that sponsors your travel.

IES Award recipients shall check with the chair of the award committee regarding reimbursement of non-author registration.

SYPA recipients can claim registration as a part of their travel assistance grant.

Nontrivial examples:

- Say you live in the USA, but you pre-pay your upcoming hotel stay in the UK while visiting the EU. The travel website detected your EU location. Thus the transaction is in Euro and not US\$ or GBP. If that is the case, select the place of purchase correctly in Concur so that the currency matches the currency of your receipt.
- You visited England and used your contactless credit card as a ticket for the Underground Tube. There is no receipt, but your credit card activity shows the total for the daily tickets in your credit card's native currency, say \$4.22. Reverse-engineer your local currency to GBP and round up to the reasonable ticket price. In this example, \$4.22 turned out to be GBP3.61. The actual contactless credit card ticket from LHR to downtown was GBP3.60. So GBP3.60 has to be claimed. Since it was below \$25 no receipt is needed.

Final Words

You may find SAP Concur to be an odd software with occasional quirks. Nerveless it is one of the ten most used systems to track business travel expenses used by companies in the North America and in Europe. Occasionally, regulations call for use of Excel spreadsheet-based forms which was the technology used by IEEE before Concur. Once you learn how to use Concur efficiently you would never want to go back to spreadsheets that are more time consuming to inspect and process.

Yours truly

Olek
IEEE IES Treasurer