Third Party Reimbursement Form

This Third Party Reimbursement Form (the “Form”) is dated **[ENTER DATE HERE]** and is between The Institute of Electrical and Electronics Engineers, Incorporated (“IEEE”), a New York not-for-profit corporation, and **[ENTER FULL NAME HERE]** (“Volunteer”)**.**

IEEE agrees to reimburse **[ENTER NAME][[1]](#footnote-1)** (the “Company”), located at **[ADDRESS**], for the payment(s) it made to Volunteer or **[ENTER NAME(s)][[2]](#footnote-2)** (the “Service Provider(s)”), located at **[ADDRESS**], on **[ENTER DATE(S) HERE**]. IEEE will reimburse $**[AMOUNT**] (the “Fees and Expenses”).

**Check one of the boxes below:**

|  |  |
| --- | --- |
| € | Volunteer paid the Service Provider(s) directly and was reimbursed by the Company.  |
| € | Company paid the Service Provider(s) directly on behalf of the Volunteer. |

**Complete the following information:**

1. Volunteer’s contact information:
	* Address:
	* Phone Number:
	* Email Address:
2. Contact information of the Company’s representative:
	* Name:
	* Address:
	* Phone Number:
	* Email Address:
3. Event or project information pursuant to which the Fees and Expense were incurred:
	* Group name[[3]](#footnote-3):
	* Event or project name:
	* Event or project date(s):
	* Event or project location(s):
4. Detailed description of the services provided by the Service Provider(s):
5. Reason the Service Provider(s) was not paid directly by IEEE:

**Attach all applicable contract documents, including; invoice, agreement, exhibits, quote, order form, or any other documents pertaining to the FEES and Expenses.**

**If this Form has incomplete or incorrect information, IEEE reserves the right to delay or cancel any and all payments to Company UNTIL THE REQUESTED INFORMATION HAS BEEN RECEIVED.**

**Representations and Warranties**

Volunteer understands and agrees to the following terms:

1. Volunteer has disclosed to IEEE any and all information pertaining to this reimbursement and there are no other arrangements, agreements or interests between the Volunteer, Company and Service Provider(s) that need to be disclosed.
2. Volunteer may not claim from IEEE separate reimbursement of Fees and Expenses that have already been paid to Company.
3. Volunteer is solely responsible for obtaining any documentation or other information necessary to effect reimbursement to Company and/or for receiving reimbursement from Company to him or her.

Upon approval of this Form, the Company must issue an electronic invoice to IEEE for the Fees and Expenses identified herein. Company shall accept all payments by credit card and will note this on the invoice.

**[NAME OF IEEE VOLUNTEER]**

Name (Print or Type):

Name (Sign):

Title:

Date:

1. Name of the entity that will get paid by IEEE. [↑](#footnote-ref-1)
2. Name of the entity that provided services to the Volunteer. If multiple entities provided services to the Volunteer, please identify all of their names along with the respective dollar amounts and attach this information to the Form. Additionally, please ensure that the appropriate supporting documentation (e.g., agreements, receipts, invoices, etc.) are attached to the Form. [↑](#footnote-ref-2)
3. Identify the society, section, chapter, conference, committee, etc. that hosted the event/project. [↑](#footnote-ref-3)