Reimbursement of Travel Expenses for AdCom Members
IEEE Robotics and Automation Society
March 2022

Requests for reimbursement must be completed within 45 days of travel

The AdCom members of the IEEE Robotics and Automation Society are reimbursed for their travel expenses to attend AdCom meetings, up to a maximum of **USD$2500.00**.

This amount may be used for airfare (restricted coach class, i.e., the least expensive coach tickets), two nights of hotel (before and after the meeting), and associated travel expenses (meals, taxi, bus, etc.). The Society does not reimburse AdCom members for any conference expenses (registration, hotel, associated travel, etc.). Only expenses directly associated with travel to/from the AdCom meeting are reimbursed. Typically, only one night of stay is required when traveling in the region while two nights will be needed outside the region.

Travel Reimbursement will be fulfilled using **Concur**. Please visit the following site to create your profile and submit a request:
https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report

In an effort to control costs and establish guidelines regarding reimbursable travel expenses, the IEEE Board of Directors approved new **IEEE Travel & Expense Reimbursement Guidelines,** effective immediately. Please review and follow the instructions here:
https://www.ieee.org/documents/travel-expense-reimbursement-guidelines.pdf

The **Business Expense Reporting** guidelines are also contained in the **IEEE Finance Operations Manual** (FOM.6).
http://ewh.ieee.org/cmte/itsc/committee/finopsmanual.pdf

Voting AdCom members must be present for the entire scheduled AdCom meeting in order to receive travel reimbursement and credit for AdCom meeting attendance, effective 30 June 2012.

Direct any further questions to the Treasurer of the Society:

Tony Maciejewski
Colorado State University
Fort Collins, Colorado
Anthony.Maciejewski@colostate.edu

Reimbursement of Travel Expenses for ExCom Members
IEEE Robotics and Automation Society
March 2022

Requests for reimbursement must be completed within 45 days of travel

The IEEE Robotics and Automation Society traditionally conducts its society meetings in conjunction with ICRA and IROS conferences. ExCom member's travel expenses associated with chairing board meetings and attending the AdCom meeting is reimbursable by the Society. The current policy is that full amount of airfare (restricted coach class, i.e., the least expensive coach tickets), up to three nights of hotel as needed for conducting society meetings, plus other miscellaneous expenses (meals, taxi, etc.) for the purpose of conducting society businesses are reimbursable. Conference registration is not reimbursable.

Travel Reimbursement will be fulfilled using **Concur.** Please visit the following site to create your profile and submit a request:
https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report

In an effort to control costs and establish guidelines regarding reimbursable travel expenses, the IEEE Board of Directors approved new **IEEE Travel & Expense Reimbursement Guidelines,** effective immediately. Please review and follow the instructions here:
https://www.ieee.org/documents/travel-expense-reimbursement-guidelines.pdf

The **Business Expense Reporting** guidelines are also contained in the **IEEE Finance Operations Manual** (FOM.6).
http://ewh.ieee.org/cmte/itsc/committee/finopsmanual.pdf

Similar to AdCom, if full reimbursement of the allowed expenses is requested, the ExCom member must be present for the entire scheduled AdCom meeting, effective 30 June 2012.

Direct any further questions to the Treasurer of the Society:

Tony Maciejewski
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