

# **Reimbursement of Travel Expenses for AdCom Members IEEE Robotics and Automation Society**

01/2012

The AdCom members of the IEEE Robotics and Automation Society are reimbursed for their travel expenses to attend AdCom meetings, up to a maximum level:

- \$1100 maximum for travel within one of the four regions below:
  - US/Canada
  - Europe
  - Asia Pacific
  - Latin America
- \$1400 maximum for travel from one region to another. The maximum reimbursable amount for the student AdCom member is \$2000 for travel from one region to another.

This amount may be used for airfare (coach class), two to three nights of hotel, 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.

After completion of the travel, the IEEE Expense Report form should be completed and sent to the Treasurer. Be sure to attach all original receipts, and sign and date the form.

In many cases, the amount allowable only covers part of the airfare. In this case, the IEEE accepts a copy of the air ticket. Note that the original receipt is required for full reimbursement of the airfare while a copy is required in all other cases. Similarly, if the hotel receipt for extra one or two nights of stay for attending AdCom meetings is on the same receipt for hotel nights for attending ICRA or IROS conferences, a copy of the hotel receipt (rather than the original) is sufficient.

Direct any further questions to the Treasurer of the Society:

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

01/2012

The IEEE Robotics and Automation Society traditionally conducts its society meetings in conjunction with ICRA and IROS conferences. Part of the 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 economy airfare, 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.

If full reimbursement is requested for an expense item (e.g., airfare), the original receipt is required. If partial reimbursement is requested (e.g., three nights of hotel from a 6-day hotel receipt), a copy of the receipt is sufficient.

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