

# Expense Reimbursement Policy

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v1.0

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Approved by – Bombay Section Execom on 16<sup>th</sup> August 2014

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## 1 Overview and Scope

IEEE appreciates the spirit of volunteering among its members and values the time and efforts of its volunteers. It seeks to reimburse volunteers for expenses incurred for undertaking section-related activities.

This Policy is intended to be used as a guideline to regulate and monitor such expenses (communications, traveling, boarding and other expenses) incurred by IEEE members (“Volunteers”), while organizing events/undertaking routine activities for IEEE (“Official Work”). This policy applies to expenses incurred by member volunteers of Bombay Section, as well as other non-member volunteers, where the section has agreed to reimburse such costs.

Expenses incurred for routine section activities are included. The events that are covered would be approved by the Execom from time to time. Members officiating for section events are also covered under this policy.

All expenses will be linked to specific budgets (Section, Society Chapters, Affinity Groups or Event) and would need recommendation/approval of the budget-owner

The general guidelines given in this policy document are designed to support the intent of the program. Each Volunteer has a responsibility to follow these guidelines with good judgment and personal integrity.

## 2 Responsibilities

It is the responsibility of Section Office bearers and volunteers to ensure these guidelines are followed.

Specifically, Section Office bearers are responsible for:

1. Ensuring that this Policy is understood and followed by volunteers seeking authorization of expenses.
2. Determining that the official work is essential and that the benefits of such expense cannot be achieved through other economical means.
3. Limiting the number of volunteers to those necessary to undertake the official work.
4. Reviewing expenses to ensure compliance with the Policy.

Volunteers are responsible for:

1. Complying with the policies and procedures outlined in this Policy.
2. Controlling expenses.
3. Ensuring submission of accurate Expense Reports.
4. Identifying and paying for personal expenses.

## 3 Expense Limits

1. All expenses would be at actuals, subject to limits and submission of vouchers

- Any excess baggage expenses, in addition to the usual airline or railway entitlement are not normally provided. In particular cases, where justified by IEEE needs, these may be authorized by the Section Chair on recommendation of IPC/Vice Chair/Treasurer/Secretary.

### 3.1 Communication

- Volunteers would be reimbursed local communication charges (phone and Internet) for section-approved activities
- All reimbursement requests must be accompanied by vouchers/proofs, if exceeding Rs.150/- per month (combined costs)
- The limits are Rs.500/- per month each for Internet and phone charges.
- If an event warrants higher spend, it shall be subject to approval of the Section Chair on recommendation of IPC/Vice Chair/Treasurer/Secretary.

### 3.2 Local Travel

This would cover expenses within the city/town of residence of the volunteer

- Metered taxi/ Auto/ Bus/ Train at actuals
- Use own car at Rs.9/- per km or two-wheeler at Rs.5/- per km plus toll-taxes as applicable. The rates would be reviewed periodically to keep aligned with prevailing fuel prices.
- Incidental expenses are permitted as per actuals and up to INR500/- per day

### 3.3 Domestic Travel

This would cover travel within the country and outside the city/town of residence of the volunteer

#### 3.3.1 Transportation Entitlement

Category	Air*	Rail	Road	Local Journey
Class	Economy	AC 2T/CC	AC Taxi	On actuals

- \*Air travel is permitted if the corresponding train journey is for more than 14 hours. Any exception needs to be authorized by the Section Chair on recommendation of IPC/Vice Chair/Treasurer/Secretary
- If the journey by entitled class is not practicable, in such case the journey may be performed by the next higher class subject to approval of the Section Chair on recommendation of IPC/Vice Chair/Treasurer/Secretary.

#### 3.3.2 Hotel Charges (Lodging)

All efforts should be made to stay in a Guesthouse, wherever available.

Location	Permitted Charges (inclusive of taxes)
Metropolitan Cities	INR5000
Class B Cities	INR4000
Class C Cities	INR3000
Rest of India	INR2000

### 3.3.3 Personal Allowances (Boarding)

Location	Stay in Hotel	Guest House Stay
Metropolitan Cities	INR750	INR350
Class B Cities	INR500	INR250
Class C Cities	INR500	INR250
Rest of India	INR500	INR250

## 3.4 International Travel

This would cover travel outside India. In case the admissible expenses for a particular destination are insufficient to meet the living expenses, advance approval need to be obtained from the section chair with the recommendation of IPC/Vice Chair/Secretary/Treasurer

### 3.4.1 Transportation Entitlement

Category	Air	Rail	Road	Local Journey
Class	Economy	Coach Class	AC Taxi	On actuals

### 3.4.2 Hotel Charges (Lodging)

Location	Permitted Charges (inclusive of taxes)
London, New York, Europe, Japan	USD180
Rest of USA, Rest of the World	USD120

### 3.4.3 Personal Allowances (Boarding)

Location	Allowance (per Day)
London (UK), New York (USA), Hong Kong, Korea	USD 70
Rest of the World	USD 50

## 4 Execom Meetings

1. All locally resident Execom members will be reimbursed INR250/- to cover incidentals for attending the section Execom meetings, typically held 10 times in a calendar year.
2. The reimbursement shall be made at each Execom with proper receipts.

## 5 General Terms

1. The Personal Allowance would be reimbursed on actuals, upto the limits mentioned above.
2. Itemized original receipts are required for all expenses. In cases receipts are not available; the volunteer must provide an explanation for the expense in the travel claim form, noting that the failure to provide a receipt for any item over INR200/ USD 15 may result in denial of reimbursement.

3. Tips/ gratuities would be allowed up to reasonable limits, based on practices of the city/ country of travel. This would be included in the limits specified above. Volunteers are expected to understand local practices and avoid excess/ improper tipping. In no event should tips exceed INR200/- per day (for domestic/local) USD 15 per day (for International).
4. Meals purchased for other volunteers who are traveling for IEEE sponsored activities may be included in the travel settlement form. This will be allowed only if the volunteer specifies the names of volunteers for whom the meal was purchased and such expenditure would not otherwise exceed the individual entitlements.
5. Incidental Allowance of USD20 will be paid to cover any incidental expense for international transit time over 3 hours. This amount is also required to be settled by appropriate vouchers or a proper explanation if vouchers are not available.
6. Airport transfer or airport pick-up & drop will be reimbursed on actuals.
7. Inter-city travel costs within a foreign country in the course of the trip will be reimbursed on actuals
8. All other IEEE Event/Activity related expenses will be reimbursed at actuals. This would include communication expenses (like internet access, temporary mobile phone connection charges, phone calls etc.), stationery expenses, expenses due to meetings and the like.
9. Local travel/ conveyance while on tour will also be reimbursed at actuals. Car rentals will be allowed for local travel while on foreign trip.
10. Laundry expenses at actuals will be allowed for trips that last more than 4 days.
11. Any expense pertaining to personal entertainment and services (eg. mini-bar, spa, barber, non-complimentary health clubs, sporting events, country clubs, social events, personal invitations, etc.), theft of personal effects, sightseeing and personal side trips and the like will not be reimbursed.
12. In case any activity is undertaken along with the business travel of a member, only such expenses that are solely incurred for IEEE Official work may be claimed.
13. Any exception needs to be approved by the Section Chair on recommendation of IPC/Vice Chair/Treasurer/Secretary

## 6 Modalities

1. Official domestic/international tours should be approved in advance.
2. For International travel, cash/ travellers Cheques may be drawn in advance
3. Claims need to be submitted to admin along with prior approval (as applicable) within 1 month of incurring expense or return from travel, whichever is later.
4. Travel approvals and Expense claims shall be submitted in prescribed formats, which would be available for download from the section website