



# **Expense Reimbursement Guidelines for IEEE Volunteers**

## **August 26, 2022**

The Expense Reimbursement Guidelines for IEEE Volunteers (both members and non-members) are intended to facilitate business required travel and other reimbursable expenses, while maintaining costs, complying with the United States Internal Revenue Service (IRS) regulations and maintaining efficient processes.

Reimbursement will only be made for expenses that are necessary for transacting IEEE business and that are incurred in connection with the volunteers' regular responsibilities or special assignments. This version was made effective August 26, 2022 and supersedes all prior versions. This guideline may be subject to change when updates are required. Please refer to the IEEE Accounts Payable website or the IEEE Finance Operations Manual (FOM) for the most current version of this document. Federal, state, and country specific laws supersede guideline provisions where conflicts exist.

## Table of Contents

<b>IEEE Volunteer Executive Summary</b>	<b>3</b>
<b>1. Introduction</b>	<b>4</b>
<b>2. IEEE Travel Program</b>	<b>4</b>
<b>3. Expense Report Submissions</b>	<b>4</b>
<b>4. Timeliness of Expense Report Submissions</b>	<b>5</b>
<b>5. Expense Report Payment Schedule</b>	<b>6</b>
<b>6. Receipt Requirements</b>	<b>6</b>
<b>7. IEEE Corporate Card Program</b>	<b>7</b>
<b>8. Clearing of Expenses for IEEE Corporate Credit Cards</b>	<b>7</b>
<b>9. Airfare</b>	<b>7</b>
<b>10. Lodging</b>	<b>8</b>
<b>11. Car Rental</b>	<b>9</b>
<b>12. Meals &amp; Beverages</b>	<b>10</b>
<b>13. Use of Personal Automobile (Mileage)</b>	<b>10</b>
<b>14. Other Ground Transportation</b>	<b>10</b>
<b>15. Telephone/Internet</b>	<b>11</b>
<b>16. Tips/Gratuities</b>	<b>11</b>
<b>17. Gifts to IEEE Employees</b>	<b>11</b>
<b>18. Volunteer Global Travel Accident Medical Plan</b>	<b>11</b>
<b>19. Travel Related Immunizations and Testing</b>	<b>11</b>
<b>20. Partner/Dependent/Companion Travel</b>	<b>12</b>
<b>21. Non-Reimbursable Expenses</b>	<b>12</b>
<b>22. Exceptions</b>	<b>12</b>
<b>23. Questions or Assistance</b>	<b>13</b>

## IEEE Volunteer Executive Summary

Volunteers are requested to exercise judgment when incurring expenditures on behalf of IEEE and exercise restraint in spending funds.

Submit expense reports within **60** calendar days from when the expenses were incurred. [See section 4 for more details.](#)

Receipt documentation is required for expenses that exceed **US\$25** (or other currency equivalents). Credit card statements alone are insufficient. [See section 6 for more details.](#)

Volunteers may book IEEE travel through their preferred travel provider. [See section 2 for more details.](#)

**NextGen Expense (Concur)** is used to create and submit expense reports, in accordance with the implementation timeline.

NextGen Expense account creation/**login instructions**, implementation timeline, training, FAQ's, etc. are available using the link below.

- <https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>

All expense reports processed in NextGen Expense will be reimbursed **electronically**.

Volunteers must enter their **banking information** directly into NextGen Expense or **Convera** (formerly **Western Union**) depending on country of residence. [See section 3 for more details](#)

Volunteer expenses need to be entered into NextGen Expense using the currency indicated on the receipt. NextGen Expense will automatically convert the foreign currency to your local currency on your behalf.

- If a foreign currency conversion calculated by NextGen Expense differs from the conversion calculated by your non-corporate/personal credit card, enter a separate expense line for **Currency Exchange Fees** to make your reimbursement whole.

**Bank fees**, if applicable, are deducted from your expense report reimbursement, the fee is reimbursable and should be entered on a subsequent expense report.

Approval process for **airfare**; [See section 9 for details.](#)

**Hotel/Lodging** expenses are encouraged to be itemized when entering them into NextGen Expense. [See section 10 for more details.](#)

**Food and beverage** expenses are limited to US\$100 (or other currency equivalents). This is not to be interpreted as a per diem. [See section 12 for more details.](#)

**Mileage** will be reimbursed at the current rate authorized by the United States Internal Revenue Service (IRS) (or other currency equivalents). [See section 13 for more details.](#)

**Volunteer Global Travel Accident Medical Plan** provides travel assistance services for IEEE volunteers. [See section 18 for more details](#)

**Immunizations and testing** (e.g., Covid-19 testing) needed for IEEE business travel are reimbursable. [See section 19 for more details.](#)

For **Questions** regarding NextGen Expense (Concur) or these Guidelines, [see section 23 for more details](#)

## **1. Introduction**

These guidelines outline standard procedures and practices for volunteers (both members and non-members) regarding the incurrence and reimbursement of business-related expenses. This will enable a consistent approach for timely processing along with required documentation on authorized expenses. The guidelines are in accordance with IEEE Policies and IEEE Finance Operations Manual (FOM).

Volunteers are requested to exercise judgment, bearing in mind both economy and practicality, when incurring expenditures on behalf of IEEE and exercise restraint in spending funds.

IEEE has the right to audit each expense report to ensure appropriate documentation is provided and is in compliance. Expense reports submitted without the necessary supporting documentation will be rejected. Tax rules or United States Internal Revenue Service (IRS) audit requirements may occasionally require changes in definition or documentation requirements.

**Volunteers who travel on IEEE business are responsible for complying with these guidelines and are responsible for obtaining appropriate approval prior to incurring any reimbursable expense.**

IEEE assumes no obligation to reimburse for expenses that are not in compliance with these guidelines.

Operating Units may, at their discretion, impose, within their organizations, more restrictive guidelines than those set forth within these guidelines.

This document is maintained under the oversight of the IEEE Finance Committee, in consultation with relevant IEEE personnel; revisions to this document shall be reported to the IEEE Board of Directors.

## **2. IEEE Travel Program**

The IEEE Travel Program is intended to facilitate business-required travel, while managing costs and maintaining efficient business processes. Information on the program can be found at:

- <https://www.ieee.org/membership/services/travel/index.html>

General questions related to the IEEE Travel Program may be directed to IEEE Global Meetings, Conferences, & Events (MCE) via [mce-services@ieee.org](mailto:mce-services@ieee.org).

Volunteers may book IEEE travel through their preferred travel provider, however, are encouraged to make their travel arrangement through IEEE's designated corporate travel provider(s) whenever the rates or purchase of fares is the most cost effective. Exceptions may exist when it is more cost effective to purchase airfare directly from the carrier, or when IEEE is able to offer special fares or arrangements through the corporate travel program.

## **3. Expense Report Submissions**

NextGen Expense (Concur) is the primary tool used to create and submit expense reports, in accordance with the implementation timeline. The following dedicated webpage houses the NextGen Expense account creation/login instructions and implementation timeline for IEEE volunteers. Training, FAQ's, and other pertinent information regarding Concur are also available using the link below.

- <https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>

All expense report submissions must comply with the requirements outlined below. Failure to comply with the following requirements could result in a processing delay or non-reimbursement.

- Receipts must be provided in accordance the IEEE Finance Operations Manual (FOM)
  - [https://www.ieee.org/documents/financial\\_ops\\_manual.pdf](https://www.ieee.org/documents/financial_ops_manual.pdf)
- NextGen Expense will determine your default reimbursement currency based on your country of residence. This is standard NextGen Expense procedure. Expense reports in NextGen Expense will always be displayed in the local currency of your home country.
- When entering a cash or non-corporate/personal credit card transaction in a foreign currency, please note the following:
  - Use the currency that is indicated on the receipt.
  - NextGen Expense will automatically convert the transaction to your local currency on your behalf.
  - If the conversion calculated by NextGen Expense differs from the conversion calculated by your non-corporate/personal credit card, you are entitled to enter a separate expense line for *Currency Exchange Fees* to make your reimbursement whole.
  - If the above presents an issue for you, you may have an option to obtain an IEEE corporate credit card which will not have any foreign currency differences. [See section 7 for more details.](#)
- Hotel expenses are encouraged to be itemized when entering in NextGen Expense.
  - To expedite the above, users may utilize the Concur mobile app to take a photo of the hotel folio and the required break out will be automated.
- All expense reports processed in NextGen Expense will be reimbursed electronically.
  - Payment by paper check is **not** an available payment method.
- Banking information must be entered directly into NextGen Expense for the following countries:
  - United States, Canada, India
  - Most European countries (with a few exceptions)
  - Japan (with a few exceptions)
  - Residents of all other countries must enter their banking information using **Convera** (formerly **Western Union**) instead.
    - If a bank fee is deducted from your expense report reimbursement, the fee is reimbursable and should be entered on a subsequent expense report.
  - Any questions regarding NextGen Expense or entering your banking information should be directed to [NextGenExpense@ieee.org](mailto:NextGenExpense@ieee.org)
- **Third Party payments** – In rare occurrences, reimbursement of business-related expenses may be paid to an entity other than the individual submitting the expense report. In this scenario, NextGen Expense should not be used. Additional third-party forms must be attached to the expense report when submitting to Accounts Payable for processing. Please search *Third Party Reimbursements* on [inside.ieee.org](http://inside.ieee.org) for more details. These forms are typically handled by IEEE staff members in coordination with the volunteer.

#### 4. [Timeliness of Expense Report Submissions](#)

- According to Internal Revenue Service (IRS) publication 463, expense reports must be submitted within a reasonable period of time. The IRS defines a reasonable amount of time as adequately accounting for your expenses within **60** days after they were incurred.

- The reasonable period of time for expenses paid in advance of an event (e.g., airfare) is defined as within **60 days after the date of travel or the date of the event.**

***Please note, failure to submit travel expenses within a reasonable amount of time as defined by the IRS (60 days) may result in non-payment. Submission after 60 days may require approval from Organizational Unit leadership*** (e.g., Organizational Unit Vice President or President, Society President, Region Director, Section or Geographic Council Chair).

## **5. Expense Report Payment Schedule**

- There is a five (5) business day metric to process an expense report once it is received by the IEEE Accounts Payable department. Please note this metric does not include the amount of time it takes to conduct the approval process at the operating unit level. If the expense report is not in compliance, Accounts Payable cannot begin to process.
- After all approval requirements have been satisfied and the expense report has been fully audited, payment will be initiated. Funds distributed by Concur or Convera (formerly Western Union) typically take 2-5 business days to be deposited into the beneficiary's bank account.

## **6. Receipt Requirements**

Receipts must be submitted for any single expenditure in excess of US\$**25.00** (or other currency equivalents) in accordance with the IEEE Finance Operations Manual (FOM). Original, photocopied, or electronic receipts are acceptable.

Credit card receipts alone are insufficient for reimbursement.

Details for expenses classified as “**Miscellaneous**” must be provided if US\$25 or less (or other currency equivalents). In lieu of providing a detailed summary, a receipt may be submitted. Receipts are always required if over US\$25 (or other currency equivalents).

All receipts must meet the IRS requirement for “adequate evidence” as stated in IRS Publication 463:

***Adequate evidence.*** Documentary evidence ordinarily will be considered adequate if it shows the amount, date, place, and essential character of the expense.

Please note, although hotel bills are not required to be itemized when entering in NextGen Expense, the receipt itself must still contain the following itemized information in order to satisfy IRS requirements:

- The name and location of the hotel
- The dates you stayed there
- Separate amounts for charges such as lodging, meals, and telephone calls

A restaurant receipt is adequate to prove an expense for a business meal if it has all of the following information:

- The name and location of the restaurant
- The number of people served
- A list of attendees who participated in the meal
- The date and amount of the expense

Receipts are **NOT** required for the following:

- Any item US\$25 or less (or other currency equivalents)
- Please note expenses classified as Miscellaneous require a detailed explanation. In lieu of providing a detailed explanation, a receipt may be submitted.

## 7. IEEE Corporate Card Program

Volunteers who travel frequently for IEEE business may be eligible to apply for an IEEE corporate card.

Please coordinate with the appropriate OU staff support to learn more about the corporate card program.

Volunteers may find currency conversions easier with an IEEE Corporate Card.

Volunteers are liable for all expenses until valid receipts are submitted to substantiate the expenditure as a legitimate business expense. Additionally, volunteers will be personally liable for expenses that are (i) unauthorized, (ii) not approved, (iii) not business related, or (iv) in violation of the Corporate Card policy.

## 8. Clearing of Expenses for IEEE Corporate Credit Cards

Applicable volunteers are expected to reconcile expenses from corporate cards within a reasonable period of time; 60 days as recommended by the IRS. Reconcile is defined as submission of expenses in NextGen Expense with proper supporting documentation. When expenses are not reconciled after 60 days, there will be an escalation process to prompt reconciliation.

## 9. Airfare

Volunteers are encouraged to use IEEE's designated corporate travel provider(s) whenever the purchase of fares through the designated corporate travel provider(s) is the most cost effective.

In accordance with IEEE FOM and Policies, all persons traveling on IEEE business who seek reimbursement for airfare or for which airfare is provided for them by IEEE, shall travel economically by booking economy class flights well in advance (preferably 21 days or more prior to your trip).

- Class of flight:
  - Non-refundable **Economy Class** is standard for IEEE business travel.
    - Economy class is defined as the basic coach fare, which is the lowest fare offered by the airline.
    - Economy class tickets that include an assigned seat are reimbursable.
    - Economy class tickets that include fees for extra leg room, priority boarding, etc. are permissible if pre-approved as noted below:
      - Upgrades are permitted at the traveling volunteer's personal expense provided they can substantiate the difference between the lowest fare and the fare selected.
      - Upgrades should not be charged to IEEE unless it is budgeted by the organizational unit, and with pre-approval of Organizational Unit leadership.
      - Non-refundable premium economy, economy plus and similar classes booked are acceptable if approved by the organizational unit leadership providing the funding for travel (e.g., Organizational Unit Vice President or President, Society President, Region Director, Section or Geographic Council Chair).
  - **Business Class** is acceptable for (i) flights with elapsed flight time over 8 consecutive hours for a single segment or over 8 hours flying time when a layover is required, (ii) when it is budgeted

by the organizational unit, and (iii) with pre-approval of major Organizational Unit Vice President or President. Pre-approval to travel business class for medical reasons may be granted by the IEEE President.

- **First Class** airfare shall be reimbursed only when extenuating circumstances warrant the expense to IEEE and only when (i) all criteria for business class travel have been met, (ii) it is the only class of service offered on the aircraft other than economy class, and (iii) pre-approval has been granted by the IEEE President. On an aircraft where three (or more) classes of seating are offered (e.g., coach, business, and first), the unavailability of seats in business class shall not be a reason to purchase a higher-grade ticket. All first-class fares shall be reported to the IEEE Audit Committee.
- Avoid selecting a carrier based on your personal airline program if cheaper flights are available.
- Airline cancellation fees and change fees are costly to IEEE and should be avoided whenever possible. If you incur an additional expense or penalty for cancellation of your ticket, you must provide a written explanation of the circumstances and attach along with a receipt to the expense report as supporting documentation.
- When a trip is canceled after the airfare ticket has been issued, the volunteer should inquire about using the ticket for future travel with the airline carrier.
- Fees for frequent flyer programs, membership clubs, or lounges will not be reimbursed.
- IEEE will not reimburse passengers traveling in private aircraft nor assume liability for them. Additionally, volunteers are not permitted to charter or rent a plane for business travel.
- Business use of Wi-Fi on an aircraft is reimbursable.
- Travel visa and passport fees for business travel are reimbursable.
- Reasonable baggage fees for business travel will be reimbursed.
- Required Covid-19 testing and immunizations, needed for business travel are reimbursable.
- Travel insurance for trip cancellation (e.g., airfare) or lost baggage will be reimbursed.
  - Travel insurance for medical coverage (e.g., doctors or hospital while traveling) is not reimbursable. This may be covered under the IEEE Volunteer Global Travel Accident Medical Plan ([http://www.ieee.org/about/volunteers/risk\\_insurance/global\\_travel.html](http://www.ieee.org/about/volunteers/risk_insurance/global_travel.html)). Hybrid policies that include medical coverage will not be reimbursed.

## 10. Lodging

Volunteers are encouraged to book hotel accommodations through IEEE's designated corporate travel provider(s) unless lower rates are otherwise available. Travelers should use moderately priced hotel accommodations whenever possible and are urged to always book the least expensive room available. Credit card receipts alone are insufficient for reimbursement. IRS rules stipulate an **itemized hotel folio is required for reimbursement** (even though it is not required to itemize in NextGen Expense).

- Single room occupancy will be reimbursed.
- Volunteers traveling for the purposes of IEEE business are limited to the night of and/or the night prior to the meeting. Under special circumstances it will be permissible to stay an additional night(s) to obtain a less expensive airfare that will offset the additional lodging costs. Any individual staying a week or longer should inquire about weekly/long term discounts.
- Actual lodging costs are limited to the room charge plus applicable taxes. All other charges such as meals, parking, or miscellaneous items that appear on the hotel folio should be listed as separate expenses and categorized accordingly on your expense report. Charges that are personal in nature should be identified and deducted.



- **Airbnb** or a similar organization providing accommodations is permitted. Supporting documentation comparable to a hotel folio must be submitted for reimbursement.
- Reasonable and necessary laundry expenses will be reimbursed after travel of five (5) or more consecutive days.
- Valet parking services are discouraged and should be avoided whenever possible.
- Reasonable hotel gratuities will be reimbursed. See “Tips/Gratuities” section 16 below.
- When travel plans change, each traveler is responsible for the cancellation of their hotel reservations. Cancellations should be coordinated directly with the hotel. Volunteers will be personally accountable for “no-show” fees except where extenuating circumstances exist.
- Participation in hotel frequent guest programs should not influence a hotel selection that would result in an incremental cost to IEEE.
- Membership fees associated with hotel frequent guest programs are not reimbursable.
- Room upgrades are permitted only if there are no additional costs to IEEE.
- Mini bar and in-room snacks should be avoided whenever possible.
- For **IEEE sponsored meetings**, all reimbursable room nights shall be charged directly to IEEE’s master bill where one exists. Errors and requests for exceptions shall be referred to the appropriate Major Board Chair or Management Council Representative.
- IEEE’s Global Meetings, Conferences, and Events (MCE) shall, for all meetings they book, identify a hotel for that specific meeting. All attendees should use this hotel, or an MCE identified alternate.

## 11. Car Rental

Volunteers are encouraged to make car rental arrangements through IEEE’s corporate travel provider(s) unless lower rates are otherwise available.

- Car rental is permitted when alternative economic public transportation is unavailable or impractical.
  - [http://www.ieee.org/membership\\_services/services/travel/car\\_rental.html](http://www.ieee.org/membership_services/services/travel/car_rental.html)
- IEEE’s business auto insurance policy provides primary physical damage and liability coverage for volunteers when renting cars within the U.S. on authorized business travel.
  - When renting outside the U.S., local rental car insurance should be purchased.
- Compact or midsize vehicles should be rented. If 3 or more are sharing a vehicle or transporting sizable equipment a full-size rental is permitted. Luxury car rentals are prohibited.
- Refuel rental cars prior to returning. Some car rental agencies provide the option of buying the first tank of gas and returning the car with an empty tank. This is normally not cost effective and is discouraged. The cost of fuel for a car rental is reimbursable.
- When travel plans change, volunteers are responsible for canceling their rental car reservations.
- Tolls and parking will be reimbursed.
- Parking tickets or fines for traffic infractions are not reimbursable.
- It is recommended that you avoid car rentals where traffic rules are uncomfortable or where renters may be subject to incarceration in case of an accident.
- All accidents or comprehensive damage involving rental cars should be immediately reported to local authorities, the rental car agency, and the IEEE Office of Risk & Insurance Management Services (ORIMS). The following documentation will be required to substantiate a claim:
  - Rental car agreement (if applicable)
  - Police Report
  - IEEE Automobile Accident Information Report

## 12. Meals & Beverages

Reasonable food and beverage expenses will be reimbursed provided the full names of individuals who participated in the meal and a detailed business purpose of the meeting are documented and approved.

- Receipts are required for meal & beverage expenditures that exceed US\$25 (or other currency equivalents).
  - **This is not to be interpreted as a per diem amount. Expenditures less than US\$25 (or other currency equivalents) are still limited to the actual amount spent.**
- Individual daily meal and beverage expenses are limited up to US\$100 (or other currency equivalents).
  - **This is not to be interpreted as a per diem amount.**
- Expenses that exceed the US\$100 (or other currency equivalents) daily thresholds require a written explanation on the traveler's expense report.
- The total cost of meals, beverages, and gratuity shall not exceed the daily maximum meal allowance.
- Group meal/beverage expenses incurred in conjunction with a meeting or conference where room costs and morning/afternoon breaks are included may exceed the US\$100 (or other currency equivalents) daily maximum but must not include extravagances.
- When IEEE staff are present, the most senior employee participating in the meal must pay the full cost of the meal and submit an expense report for reimbursement.

## 13. Use of Personal Automobile (Mileage)

Volunteers may utilize personal vehicles for business travel when other transportation is unavailable or uneconomical.

- Mileage will be reimbursed at the current approved rate authorized by the United States Internal Revenue Service (IRS). See <https://www.irs.gov/tax-professionals/standard-mileage-rates> for the current reimbursable mileage rates. The mileage allowance covers all automobile costs including fuel, repairs/maintenance, insurance, etc.
  - For international volunteers, the reimbursable rate will be based on the international currency equivalent.
- Mileage reimbursement cannot exceed the cost equivalent of traveling by air (economy class).
- Reimbursement for use of a personal automobile must include the date of each trip, a detailed business purpose, to/from locations, and number of miles driven for each segment.
- Tolls and parking will be reimbursed.
- Only one person in a personal vehicle may submit a claim for mileage reimbursement.
- Accidents should be reported to the police and your personal auto insurance company immediately.
- IEEE is not responsible for physical damage to your personal automobile.
- IEEE's business auto insurance policy provides excess liability coverage only for personal vehicles. It does not provide collision/comprehensive coverage.
- Parking tickets or fines for traffic infractions are not reimbursable under any circumstances.

## 14. Other Ground Transportation

- Necessary taxi or other ground transportation will be reimbursed.
- Use taxis with caution if other alternatives are available. The use of hotel courtesy transportation is encouraged.
- Volunteers traveling to/from the same location should share ground transportation.

- Private car services should be used only when valid business reasons preclude the use of more economical modes of transportation.
- The use of mass transit is encouraged when appropriate.
- Rail transportation may be booked directly through the local rail service. Fares should be purchased at the economy/coach rate.

## 15. Telephone/Internet

- Local and long-distance business phone calls are reimbursable.
- When possible, volunteers should not use hotel phones to avoid hotel surcharges and unreasonable per minute fees.
- Volunteers are encouraged to use cellular phones when traveling. Business calls made on cellular phones will be reimbursed with appropriate supporting documentation.
- Internet access for IEEE business use is permitted and will be reimbursed.

## 16. Tips/Gratuities

- Reasonable and customary gratuities are based on geographic customs and cultures and will be reimbursed.
- For ***U.S. transactions only***, use the following guidelines:
  - For restaurants - up to 20% of pre-tax total
  - For taxi/Uber/Lyft service - up to 20% of the fare
  - For luggage handling - up to \$3 per bag
  - For valet car service - up to \$5 per occasion
  - For car service - up to 20% of the fare. Please note gratuities may already be included in the charge. This is true for IEEE preferred suppliers. Additional gratuities are not reimbursable.
  - For maid service - up to \$5 per night
  - For conference and event personnel – reasonable gratuities will be reimbursed
- For ***non-U.S. transactions***, use the local currency equivalent, however, local customs take precedence.
- The total cost of meals plus gratuity should not exceed the daily maximum meal allowance.
- If gratuities have already been included in the bill or contract, additional tipping will not be reimbursed.

## 17. Gifts to IEEE Employees

Gift giving to IEEE employees is not reimbursable.

## 18. Volunteer Global Travel Accident Medical Plan

Volunteers have travel assistance services available to them. See the Volunteer Global Travel Accident Medical Plan link below:

- [http://www.ieee.org/about/volunteers/risk\\_insurance/global\\_travel.html](http://www.ieee.org/about/volunteers/risk_insurance/global_travel.html)

## 19. Travel Related Immunizations and Testing

Immunizations and testing needed for business travel, e.g., Covid-19, are reimbursable. This includes out of pocket costs not covered by the traveler's insurance.

## 20. Partner/Dependent/Companion Travel

IEEE does not reimburse for the travel expenses of partners, dependents, or travel companions. Airfare, hotel, and incidental costs of partners or travel companions are not covered but it is recognized that there are occasions where the demand on volunteer time in particular, requires travel with a partner or companion which may result in some meal costs being expensed. Since the purpose of the business trip is already deemed necessary and the only incremental cost is the partner/companion meals, expensing the meals is acceptable as long as the cost is reasonable, and the practice is not perceived as an entitlement. Partner/companion costs for purely social gatherings must be reimbursed on the volunteer's expense report as a reduction of reimbursed expenses.

## 21. Non-Reimbursable Expenses

It is the policy of IEEE to reimburse volunteers for all reasonable expenses directly associated with traveling on behalf of IEEE. Personal entertainment or expenses that are primarily personal in nature will not be reimbursed. The following is a list of non-reimbursable expenses and is not necessarily all inclusive:

- Personal expenses of any kind
- Airline membership clubs, lounges, rewards programs
- Lost baggage while traveling on business (reimbursement requests should be made directly to the airline or credit card company)
- Movies, hotel room movies, pay television fees
- Hotel health clubs, gyms, spas, etc.
- Sundry items
- Shoeshines
- Travel insurance (including hybrid policies) that includes any type of medical coverage
- Dinner shows
- Plays
- Sporting events
- Greens fees, court fees, etc.
- Costs incurred for personal at-home expenses such as childcare, lawn or home maintenance fees, kennel fees, etc.
- Personal articles or personal care costs such as clothing, clothing rental, hair dryers, toiletries, medical services, barber and hairdresser fees, etc.
- Loss or theft of personal property (e.g., clothing, jewelry, etc.).
- Medical prescriptions are not reimbursable unless they are directly related to business travel
- Personal credit card fees or any other membership fees associated with credit card maintenance
- Traffic or parking tickets/fines
- Partner/dependent/companion travel expenses (exceptions may apply in accordance with the FOM)
- Expenses in violation of U.S. anti-corruption laws
- In general, supplier invoices are not reimbursable. They should not be submitted on an expense report. Invoices should be sent to Accounts Payable for processing using [apinvoices@ieee.org](mailto:apinvoices@ieee.org)

## 22. Exceptions

Under certain circumstances, the appropriate Organizational Unit Vice President or President or Management Council (MC) member may make an exception to these guidelines, if legal, reasonable, and necessary. All properly approved exceptions must be attached to the respective expense report prior to submitting for processing.

## 23. Questions or Assistance

Questions regarding the completion of an expense report can be addressed by contacting [NextGenExpense@ieee.org](mailto:NextGenExpense@ieee.org).

Questions regarding these guidelines should be directed to the respective Organizational Unit Treasurer or IEEE finance staff support.