IEEE-VTS Travel Expense Policy
Revised September 8, 2015

1. The traveler is advised to become familiar with the Business Expense Reporting requirements (FOM.6) found in the IEEE Finance Operations Manual, available at the following URL:


Where the VTS Travel Policy is more restrictive than the FOM.6, then the VTS Travel Policy applies. Note that some provisions of FOM.6 apply to IEEE employees only and not to volunteers.

2. City-to-city Transportation

2.1. Airline travel should be by coach or economy. Neither business class nor first class travel will be paid by IEEE-VTS. In exceptional circumstances and pre-approved by the Treasurer or, if the Treasurer is unavailable, the President, economy with extra leg room (e.g. Economy Plus®) may be reimbursed.

2.2. Travelers who upgrade to a higher class of coach in order to be able to take advantage of mileage-based upgrades shall, in addition to their receipt, provide proof of what the fare would have been for the same routing with the lowest cost economy fare and will be reimbursed for the lower fare.

2.3. The VTS limits intra-continental air tickets to $750 and inter-continental air tickets to $2000 unless prior approval is received electronically from the VTS Treasurer or, if the Treasurer is unavailable, the President. The Treasurer’s email address is treas@vtsociety.org. This does not relieve the traveler of the responsibility to find the lowest practical air fare.

2.4. If a traveler chooses a means of transportation other than air, IEEE Policy requires that reimbursement for costs incurred by use of an automobile for travel (lodging for extra days of travel, mileage, tolls, etc.) be reimbursed only up to the cost of economy airline travel. Similarly, city-to-city rail fare will be reimbursed only up to the lesser of economy rail fare or economy airfare. Therefore, travelers who make this choice shall submit, with their expense report, proof of the cost of economy airfare between the same points, when purchased at least 7 days in advance.

2.5. IEEE-VTS will not reimburse charges for priority boarding.
3. Within-city Transportation

3.1. The preferred forms of ground transportation between airport and hotel or meeting place follow (in order): Free shuttle, public transportation, paid shuttle, taxi, rental car.

3.2. Car rental fees will be paid only when pre-approved by the Treasurer or, if the Treasurer is unavailable, the President. Pre-approval will be based on cost (including parking) not significantly exceeding the cost of other means of transportation, the unavailability of other means of transportation, or other unusual circumstances.

3.3. When renting a car, IEEE insurance is primary. Therefore, per IEEE policy, no form of insurance from the rental car company will be reimbursed.

3.4. Per FOM.6, rental cars shall be refueled immediately before returning them.

4. FOM.6 limits the cost of meals for any single day to $100. There is some flexibility when traveling to extremely expensive locations (e.g. Japan). In addition, VTS limits individual meal expenses to $60.

5. Except as stated in (6) below, lodging expenses will be reimbursed starting with the night before an official event through the night following that event.

6. In cases where staying extra night(s) will result in a net saving of total travel costs to the Society due to greatly reduced transportation costs, the traveler may seek pre-approval from the VTS Treasurer to stay the extra night(s). Such extra nights will not be paid without pre-approval.

7. Travelers should take advantage of advance purchase non-refundable offers where possible unless there is no cost advantage in doing so. Any fees, including cancellation charges, due to changes in confirmed dates or times of meetings will be reimbursed, including where the change means that the would-be traveler cannot attend.

If business reasons force a would-be traveler to not attend, unused fares and/or cancellation charges will not be reimbursed. Where personal circumstances cause a traveler to incur change fees, reimbursement will be at discretion of the Treasurer.

8. In cases where a VTS Officer’s or Liaison’s travel arrangements were made by IEEE Meeting & Conference Management (ECM) for attendance at an IEEE event, any portion of the itinerary that was arranged by IEEE ECM need not follow any VTS policy that is more restrictive than FOM.6.
9. Where a free internet connection is not available, VTS will reimburse charges for internet service. Since free or very low cost IP-based telephone service is commonly available, justification is required for reimbursement of telephone expenses.

10. Expense Report Submittal & Approval

10.1. Expense reports for travel to Board meetings shall be submitted directly to the Treasurer.

10.2. For all other travel for which there is a responsible Vice President, s/he shall approve expense reports before they are sent to the Treasurer. Where there is no responsible Vice President, then the President shall so approve. The Vice President or President may delegate this approval authority by notifying the Treasurer but it may not be further delegated. The Vice President or President may also, at his/her discretion, require approval by an intermediate party before approving.

10.3. Expense reports should be submitted to the first approver within 14 days of the end of a trip. Similarly, if corrections are required to an expense report, the corrected version should be returned to the first approver within 14 days.

11. All travel requires pre-approval by the Society President, with only the following exceptions:

11.1. Attendance, not exceeding 2 nights, at Board of Governors meetings by Society Officers and elected Board members.

11.2. Travel specifically authorized by the Board of Governors (e.g. Distinguished Lecturers or LTD Standards participation) that will not cause the total spent to exceed the total budgeted for that category.

12. Travelers may combine VTS-related travel with non-VTS-related travel. Unless pre-approved by the Treasurer, reimbursement for transportation expenses will be for the lesser of the following:

- the difference between the total cost incurred and the cost that would have been incurred had the VTS travel not been included, or
- the cost of round trip economy transportation directly between the traveler's home base and the site of the VTS activity when purchased at least 7 days in advance.

The traveler shall provide sufficient documentation to substantiate the above.
13. Travelers should be make their own decisions regarding the necessity for travel insurance. However, VTS will not reimburse such expenses.

Travelers should be aware that, for international travel (only), IEEE provides limited travel insurance.

See https://www.ieee.org/membership_services/membership/services/global_travel.html