

IEEE
 Central Texas Section
 Standing Rule
Travel
 6 September 2014

1. Program Overview. The CTS travel program serves two purposes Leadership development of Chapter Chairmen and representation of CTS at higher level planning meetings such as those developing MGA, TAB, and Region 5 policy and procedures.

2. Travel Funds Management. Funds to support travel come from conference and workshop surpluses, and Section reserves. To conserve and provide more equitable distribution of available funds, they are organized into two pools, one for Chapter leadership development called the Chapter Travel Pool and the other for CTS representation called the Section Travel Pool. The ExComm approves the overall budget for each pool at the Spring Section Meeting based on the previous years' travel, any special needs, and the overall availability of funds for the year. Individual trips are not approved in the financial plan; the Section Chairman approves them during the year based on ExComm member requests as the need is recognized and travel details become available.

3. Chapter Leadership Development Travel. Chapter and Affinity Group Chairmen may request one leadership development trip per year for the chairman, chairman elect, or other ChapComm member expected to be chairman in the future. Travel is expected to be to their Society general meeting or their Societies training event. Developmental travel is normally limited to IEEE regions 1-6 (Continental United States). Approvals normally include a reimbursement maximum (typically \$1300 in 2014). A short trip report should be submitted to the Chairman, Treasurer and newsletter editor upon completion of travel.

4. Section Representation Travel. The CTS Chairman normally receives requests for CTS representation at higher level planning meetings and decides what representation CTS will provide and who will provide it. The representative prepares the travel request and the Chairman approves it. Approvals normally include a reimbursement maximum. Representation travel is usually partially or fully funded by the requesting organization.

5. Travel Requests. ExComm members may request travel by email addressed to the Section Treasurer with the following information:

- a. Purpose of trip—leadership development, CTS representation, etc.
- b. Dates of travel
- c. Destination—event, city, state
- d. Cost estimate—registration, travel, hotel, meals, parking, local miles, etc.
- e. Travel carrier—Delta, Amtrak, POV, etc..
- f. Funding support organization and amount—Society, CTS, corporate, personal, other
- g. Comments

It is strongly suggested that requesters submit their request for travel approval and make travel arrangements 60 and 90 days prior to the dates of travel in order to get good travel rates. IEEE requires the lowest cost carrier be used and will reimburse non-refundable tickets if an emergency prohibits their use; Based on past approvals, travel co-sponsored by societies and other sources is more likely to be approved than travel completely supported by CTS.

6. Reimbursement. Travelers should first claim reimbursement from their other travel sponsors prior to requesting reimbursement from CTS using the procedures provided by them. Then travelers may request reimbursement for the remaining costs from CTS following the CTS Revenue and Expense Reporting Procedures. A copy of the travel approval and trip report should accompany the CTS travel expense report.