

IEEE Montreal Section

Expense Claim/Budget Request Form

Claimant's Full Name: _____ Event Description: _____
 Address: _____ Event Date: _____
 _____ Speaker: _____
 Postal Code: _____ Chapter or Affinity: _____
 Phone: _____ L31 form submitted? _____
 email: _____ Pay to the order of: _____

	Expense/Budget Description	Expense Date	Expense Amount	Expense Currency	Exchange Rate	Expense CAD
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
Total Expenses						
Personal Portion						
Minus Cash Advances						
Total Reimbursement						

Claimant Signature

Request Date

Chapter/Affinity Signature

Section Signature

- Important Notes:**
- 1- This form is to be used for claiming expenses and also requests for budget/cash.
 - 2- Consult expense guidelines on the reverse of this page.
 - 3- All the original receipts should be attached on A4 papers and submitted as well.
 - 4- Debit Card and Credit Card receipts are not acceptable as proof of expense.
 - 5- Please note that three different people should sign above.

Check Number	
Check Date	

IEEE Montreal Section Guidelines
to Sponsor
Technical Events and Invited Talks

- 1- If the speaker is invited through the Distinguished Lecturers Program (DLP), IEEE Montreal Section will pay for the hotel expenses (maximum of \$170 per day) and meals (maximum of \$70 per day) for two days, refreshments (maximum of \$100) and transportation (from and to the airport).
- 2- If the speaker is not invited through the DLP program, IEEE Montreal Section will support maximum of \$250 for such events. This support includes either the hotel expenses (maximum of \$170 per day) or (and) meals (maximum of \$70 per day) for one day, or (and) refreshments (maximum of \$100) as well as transportation (from and to the airport).
- 3- If the speaker is invited in conjunction with other educational engagements, IEEE Montreal supports the lunch (or dinner) after the talk (maximum of \$70) and refreshment for the talk (a maximum of \$100). Note: Other expenses have to be paid by the organization that originally invited the speaker (such as accommodation, transportation, etc.).
- 4- These amounts are all in Canadian currency.
- 5- Any expenses exceeding these amounts require prior approval from Montreal Section Executive Committee.
- 6- For reimbursement of expenses, the IEEE Montreal Section Expense Report Form (see reverse of this page) has to be filled and submitted to IEEE Montreal Section at the latest by February 1st of next calendar year. All the original receipts should be attached on letter size papers and submitted with the signed expense report form. Please keep a copy of your receipts.
- 7- IEEE Montreal suggests Meridian Maritime Hotel for accommodation.