



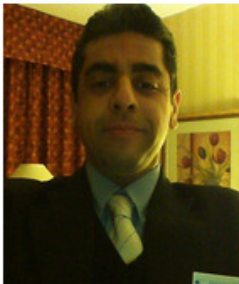
IEEE Montreal

Section Treasurer:
Mouhamed Abdulla, PhD



Financial Committee (2015)

Treasurer



Dr. Mouhamed Abdulla
ma14@ieee.org

Chair



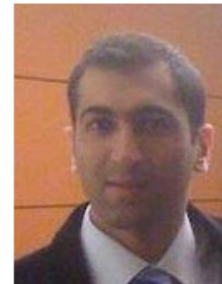
Prof. Fabrice Labeau
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Past-Chair



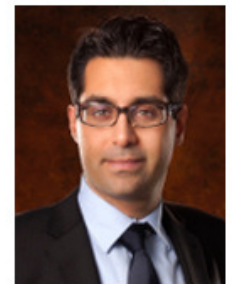
Prof. Roni Khazaka
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Vice-Chair



Dr. Kaveh Moezzi
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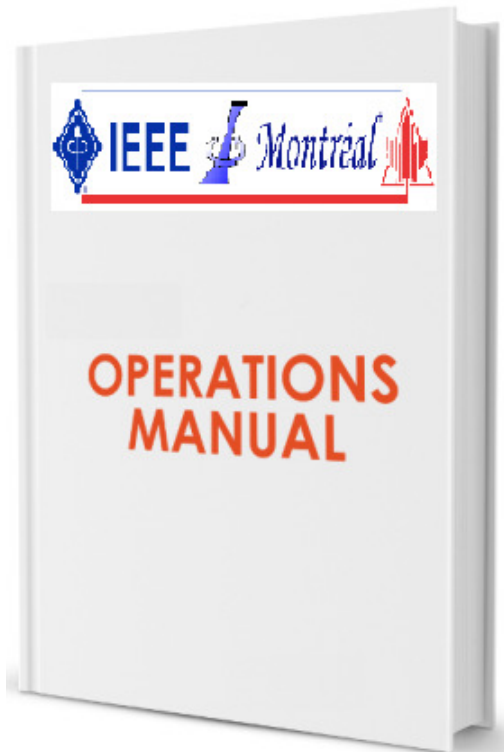
Secretary



Prof. Frédéric Nabki
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Operations Manual



Still in the making!

For now: we have guidelines



Claim Expenses

Fillable PDF!!

Link: www.DrMoe.org/ieee_treasury

IEEE Montreal Section Expense Claim/Budget Request Form

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



Frequently Asked Questions (FAQ)

Frequently Asked Questions (FAQ):

- Question: We hosted an event, how can we claim the expenses?

Answer: Please fill and sign the "Claim Form". Then, scan the "signed claim sheet" along with all pertinent receipts. Attach all the sheets in a single PDF file ordered as follows: Claim followed by Receipts. Next, email the single PDF file to the Treasurer. Also, we please ask that you indicate the society in the subject line of the email (e.g. "IEEE ComSoc: Expense Claims"). Once the softcopy of the claim is received by the Treasurer, it will be reviewed, and if all seems consistent, it will pass for further scrutiny by the financial committee. Once approved, a Cheque will be issued by the Treasurer, and will be sent via regular postal mail to the claimant; thus, it is crucial that the claimant indicate their preferred mailing address in both the "claim form" and the "body of the email". *Very Important:* Despite this new and improved way for claiming the expenses, we still require the original hardcopies of the claim and receipts. Therefore, during the next Board Meeting, claimant must hand-in the hardcopies (all documents stapled together) to the Treasurer.

- Question: What is the typical budget that we can claim for a Distinguished Lecturer (DL) event?

Answer: Typically, the travel and hotel expenses of a DL are covered by the particular IEEE Society. For other circumstances, and to cover local arrangement and refreshments, expenses for the "whole event" should in principle not exceed \$500 CAD. For non-DL speakers, the support cannot exceed \$250 CAD. That being said, Chapter Chairs should nonetheless be mindful that such stipulated support may not always be possible due to financial restrictions and limitations.

- Question: What is the budget that we can claim for a ComSoc Distinguished Speaker Program (DSP) event?

Answer: Assuming funding is approved from ComSoc ([read](#)), a request can be made prior to the event to the Section. If approved, the Section's support will be limited between \$250 CAD and \$500 CAD. Apart from this, the general rules that apply for the DL program will also apply to the DSP program. That being said, Chapter Chairs should nonetheless be mindful that such stipulated support may not always be possible due to financial restrictions and limitations.

- Question: Is it permissible to claim the expenses for "the spouse/partner" of a Speaker?

Answer: Expenses of the spouse/partner of a speaker (for restaurants and the like) are "not covered" by the Section. A host is encouraged to use other non-IEEE funding sources for this sort of hospitality.

- Question: Are the travel expenses of a (non-DL) guest speaker covered by the Section?

Answer: Transportation expenses (i.e. flight, train, bus, car, taxi) of a guest speaker are "not covered" by the Section. Normally, guest speakers are technical experts that are visiting Montréal (or its surrounding cities) for other purposes (e.g. Conferences/Workshops, Committee Meetings, Visiting Scholars to Research Institutes, External Examiners for PhD Defense, etc), and then extend their stay for "one-day" to give the talk.

- Question: Are the "hotel accommodation" expenses of a guest speaker covered by the Section?

Answer: Generally speaking, for a non-local technical speaker, the Section will only cover a "one-night" hotel stay in the city of Montréal. A special case may apply for "distinguished speakers" visiting our section from overseas. The specific hotel coverage are outlined below:

15 questions/answers

Link:

www.DrMoe.org/ieee_treasury



Chapter Chairs

Chapter Chairs:

<i>Chapters</i>	<i>Chapter Chairs</i>	<i>Affiliation</i>
IEEE Canada President	Prof. Amir Aghdam	Concordia U.
IEEE VTS & IEEE SPS	Prof. Fabrice Labeau	McGill U.
IEEE ComSoc & IEEE ITSoc	Dr. Anader Benyamin-Seeyar	Concordia U.
IEEE MTT-S & IEEE AP-S	Prof. Ke Wu	Polytechnique-MTL
IEEE AESS	Prof. Luis Rodrigues	Concordia U.
IEEE IPS	Prof. Odile Liboiron-Ladouceur	McGill U.
IEEE PES & IEEE IAS	Prof. Ambrish Chandra	ETS
IEEE IES	Prof. Kamal Al-Haddad	ETS
IEEE CAS	Prof. Wei-Ping Zhu Prof. M. Omair Ahmad	Concordia U. Concordia U.
IEEE SSCS	Prof. Mohamad Sawan	Polytechnique-MTL
IEEE CS	Prof. Abdelwahab Hamou-Lhadji	Concordia U.
IEEE CIS	Prof. Mounir Boukadoum	UQAM
IEEE EdSoc	Prof. Saliah-Hassane Hamadou	TELUQ
IEEE EDS	Prof. Mojtaba Kahrizi	Concordia U.
IEEE EMBS	Dr. Kian Jalaeddini	McGill U.
IEEE RAS	Dr. Malika Meghjani	McGill U.
etc.	etc.	

Link:

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Hospitality!

Restaurants:

- Japanese: [Isakaya](#);
- Indian: [Devi](#); [Asha](#); [Le Taj](#);
- Middle-Eastern: [Honi Rose](#); [Château Kabab](#);
- Greek: [Molivos](#)
- Italian:
- Mexican:
- etc.

Hotels: (max: \$170/day)

- [Novotel Montreal](#) (near Concordia)
- [Residence Inn Montreal Westmount](#) (near Concordia)
- [Le Nouvel Hotel and Spa](#) (near Concordia)
- [Best Western Ville-Marie Hotel & Suites](#) (near McGill)
- [Hotel Omni Mont-Royal](#) (near McGill)
- etc.

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Key things to remember:

1. Claims can be sent via “email” (claim + receipts + claimant + mailing address)
2. Distinguished Lecturer/Speaker (DL/DSP) → Budget: up to \$500 CAD.
3. Non-DL Speaker → Budget: up to \$ 250 CAD.
4. IEEE Montreal Section will not cover travel expenses!!! Only local expenses.
5. Nature of funding: refreshments, small gift, dinner, and hotel.
6. Hotel accommodations:
 - DL: up to 2-nights (especially oversees guests: Europe, Asia, Australia)
 - Non-DL: 1-night hotel
7. Can we send \$ to speaker? YES (NA: cheque; World: Wire)
8. Matching Funds – Take advantage of it!! (1:1) or (2:1) by society.



Need Financial Support?

- Just ask before an event (not after!) – Preferably 1-month in advance!

 IEEE <i>Advancing Technology for Humanity</i>	Mouhamed Abdulla, Ph.D., MIEEE <i>IEEE Montreal (R7) Section Treasurer</i>
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- URL: www.DrMoe.org/ieee_treasury
- LinkedIn: IEEE Montreal Section (over 700 members)



Thank You 😊

