



IEEE Solid-State Circuits Society Volunteer Travel Policy

Version 1, created 3/29/2024

General Policy:

SSCS values the contributions of its volunteers and supports a policy to fund certain travel and living expenses incurred by volunteers on official business for the Society. However, reimbursement for travel and living expense is not the general practice. At the time of nomination, a candidate to an SSCS elected office or appointed position shall be informed that individuals are expected to be supported in this regard by their employer or institution.

Pursuant to sound fiscal policy, to limit travel-related expenditures, and to encourage alternative means of doing the business of the Society, the total expenditure in any given year should not exceed three percent of the SSCS expense budget for that year. This percentage shall be considered an upper limit and not an annual guideline for budgeting; the annual budget for travel should be based on prior run rates, expected fluctuations in the cost of travel and living, and anticipated meetings for the coming year.

Additionally, airfare will not be budgeted to exceed the cost of a coach/economy tier that includes seat selection and a carry-on baggage allowance as part of the base fare. The SSCS President, or the officer to whom that responsibility has been delegated by the SSCS President, may authorize a higher level of coach/economy travel (e.g., upgrade to an “extra legroom” seat or a “premium economy” ticket) when elapsed flight time aligns with the time(s) specified in the [IEEE Expense Reimbursement Guidelines for Volunteers](#). **SSCS does not budget for Business Class or First-Class travel.**

The maximum reimbursable amount per trip is US\$1,000 for domestic travel and US\$2,000 for international travel. Prior to booking, all volunteers seeking SSCS travel reimbursement for SSCS official business (with the exception of Distinguished Lecturers) must submit a [travel request form](#) for review by the SSCS President or their delegate. The Distinguished Lecturer travel policy and procedures are outlined on the next page of this document.

Details:

SSCS members may be reimbursed for travel and living expenses on SSCS official business whenever authorized by the SSCS President or the officer to whom that responsibility has been delegated by the SSCS President. However, it is expected that members will only request reimbursements (or partial reimbursements) when alternative funding (e.g., from an employer or institution) is unavailable. Reimbursement will be subject to the [IEEE Expense Reimbursement Guidelines for Volunteers](#) and the following definitions and restrictions:

- SSCS official business occurs when a member conducts SSCS management or governance business, or provides essential SSCS representation, at meetings outside normal conference venues.
- The lowest-cost form of travel (air, rail, automobile) should be used whenever sensible and possible.
 - Use of one’s personal automobile may be reimbursed at the current rate per mile established by the IEEE. However, if total personal-automobile charges (including tolls) exceed the coach/economy airfare or rail fare available at the time, only the airfare or rail cost will be allowed.
 - Rental automobiles are allowed when public transportation would not normally be utilized for travel, or when the use of a rental car is more economical than travel by personal car or common carrier.
- Travel insurance is an acceptable expense as per the [IEEE Expense Reimbursement Guidelines for Volunteers](#), but medical insurance is not. IEEE offers a Volunteer Global Travel Accident Medical Plan; details are linked from the IEEE Expense Reimbursement Guidelines for Volunteers.

- The Society will pay deductibles and/or penalties associated with the cancellation or change of discounted tickets for authorized society travel caused by circumstances beyond the traveler's control.
- When SSCS official business is co-located with an SSCS-sponsored conference, and the society has agreed to reimburse lodging expenses, it is expected that the member spend all nights of their business stay at the conference hotel to help ensure the conference's contracted room-night commitment is met.
- Reimbursable accommodation in the meeting hotel would typically cover one night before, and the night of, the meeting. If the meeting concludes at a time that makes it practical to return on the same day, it is expected that a return flight would be booked on that day.
- Registration fees for co-located meetings, conferences and similar events will not be reimbursed, nor will travel to a meeting, conference or event solely to attend that meeting, conference or event.
 - An exception may be made for the SSCS Vice President of Conferences or their delegate under the following circumstances: If travel to a meeting, conference or event is for the purpose of interacting with the Organizing Committee, Steering Committee, or other volunteer group and such interaction cannot be done remotely; and/or if the Vice President believes there are significant learnings to be derived from in-person attendance that would have one or more measurable short-term impacts on the SSCS financially co-sponsored conference portfolio. These interactions/learnings shall be summarized by the SSCS Vice President of Conferences or their delegate, along with a plan to operationalize, no later than the next Conferences Committee meeting.

Distinguished Lecturer (DL) Travel Policy and Procedures:

- The SSCS chapter chair or event-planning committee selects the speaker from the [active DL roster](#) as well as a potential date. To keep expenses low, the event should coincide with another activity of the DL in the same geographical area.
- After the speaker and date have been determined, the Chapter must contact the DL Program Chair and copy the supporting SSCS staff member to get funding approval. Please refer to the [SSCS website](#) for information on how to contact these individuals, or send email to sscs-staff@ieee.org.
- If the DL declines the Chapter's invitation, the Chapter should notify the DL Program Chair.
- The Chapter is expected to cover all group meals that may be organized in association with the DL (e.g., a pre-lecture prep meal with the DL and Chapter representatives; a post-lecture meal with the DL and Chapter representatives to break down the event.)
- If the Chapter is unable to cover local expenses and/or if the DL needs additional travel funding (airfare, hotel, ground transportation, individual meals, etc.), the Chapter or DL must provide the SSCS Administrator with details of the travel plan and the costs to be reimbursed by SSCS ahead of the DL travel arrangement.
- The maximum funding allotted by SSCS for DL trips is:
 - US\$1000/trip (local/regional)
 - US\$2000/trip (inter continental)
 - US\$3000/year (per calendar year)
- When arranging travel and requesting reimbursement, DLs are required to follow the [Expense Reimbursement Guidelines for IEEE Volunteers](#).
- SSCS will not fund lecturers for events that charge a registration fee.



Except as documented in these guidelines, exceptions may require approval beyond the SCS President/delegate, up to and including the Vice President, Technical Activities; the IEEE President; and/or the IEEE Executive Director and Chief Operating Officer.

For additional information, please refer to the [IEEE Expense Reimbursement Guidelines for Volunteers](#).