

IEEE Reimbursement Instructions – 2026 SSCS INSPIRE Program

***Please note that expense reports for reimbursement MUST be submitted no later than December 1, 2026, to be able to receive reimbursement. Reports submitted after this date will not be accepted for reimbursement.**

As indicated on the program website, the SSCS Chapter should submit a short [SmartSheet report](#).

A. Expenses Incurred from Existing Chapter Funds

This reimbursement option applies to Chapters that choose to use funds already available in their Chapter/Section Concentration Banking (CB) account to cover expenses related to the organization of their INSPIRE event. The Chapter representative must provide the **correct** HOP number corresponding to the CB account to which SSCS will transfer the reimbursement funds.

If your Chapter/Section does not have an IEEE CB account, please provide the corresponding banking details.

B. Expenses Paid from Personal Account of Chapter Officer or INSPIRE Speaker

1. Establish an IEEE account if you do not already have one. Visit [Create an IEEE Account | IEEE](#) for instructions.
2. Log into your IEEE NextGen Concur account. If you do not already have a NextGen Concur account: Create a NextGen Concur account. Visit www.ieee.org/expense for instructions.
3. Access NextGen Concur platform at www.ieee.org/expense and click the orange login button. Use your IEEE account details to login.
4. Complete your user profile by clicking Profile > Profile Settings.
5. View personal information, verify email addresses, select email notification preferences, enter banking information, etc. The banking information you provide here will be the account to which you will receive your reimbursement via Wire Transfers.

The reimbursement currency in your Concur profile is based on your country of residence. If you reside in a country where one of the currencies listed below is considered the local currency, you must enter your banking information directly into Concur (select Profile > Profile Settings > Bank information).

- U.S. dollar (USD)
- Euro (EUR)
- Canadian dollar (CAD)
- Japanese yen (JPY)
- Indian rupee (INR)
- Singapore dollar (SGD)

If your currency is NOT one of the six listed above, you will need to complete a one-time enrollment with Western Union to receive electronic reimbursements from IEEE. To enroll, please complete the required registration found once you login to Concur. Please enter your 8-digit IEEE member number in the "Payee ID" field.

6. Submit your expenses for reimbursement by consolidating expenses/trips into **a single expense report**.
 - a. Use the following format to title your report: "INSPIRE – Speaker First Initial+ Last Name – Chapter Geo Code".
 - b. Enter the following information under each purpose level:
 - ✓ Purpose Level 1: Technical Activities Societies
 - ✓ Purpose Level 2: Solid State Circuits Society
 - ✓ Purpose Level 3: - **Speaker** must use "**Misc Travel**" (**max 1000 USD**).
- **SSCS Chapter** must use "**Society Initiatives**".
 - ✓ Purpose Level 4: 00000
 - c. Create a separate line item for each expense and select the expense type that best suits that expense. Enter each expense in the currency in which the transaction was incurred. When applicable, the system will automatically calculate any necessary currency conversions on your behalf. Ensure the Transaction Date is equivalent to the date when the expense was incurred (date indicated on the receipt). Please attach receipts for every applicable transaction, regardless of cost.
 - d. Once your report is submitted it will be reviewed by the SSCS Administrator Executive Director. Upon their approval, the report will be submitted to IEEE for final review and reimbursement.

For questions related to Concur usage, please feel free to contact concurfeedback@ieee.org.

For questions related to reimbursement for the SSCS INSPIRE event, please contact Alec Antunes (a.antunes@ieee.org).

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