



IEEE Conference Expense Reimbursement Guidelines

What should I pay directly from the Conference Account?

✔ Always pay the following expenses from the conference account and not an organizer’s personal bank account.

- Venue/AV/social function deposits
- Shipping
- Printing services and office supplies
- Committee gifts
- Awards and honoraria
- Gratuities
- AdCom dinner/meetings

What are my payment options as a Concentration Banking user?

CB Card	Limit of \$5K USD (Monthly increases are possible with approval. Contact CBCard@ieee.org to request an increase.)
Check payments	Physical Check: Limited to \$25K USD Payment Manager (PM) Check: Unlimited
ACH & Wire Transfer	ACH: Direct Deposit from CB to a US account requested through PM Wire Transfer: Request transfers to Canada and Eurozone via PM; send all other requests to ConferencePayments@ieee.org

Proactively anticipating expenses

As your conference approaches, some conference vendors will begin requiring payments. It is important to proactively anticipate these expenses, and ensure your ability to issue payments from your conference account. If you have any concerns about paying an expense through your conference account, please contact the IEEE Meetings, Conferences and Events (MCE) Business Operations team, who may be able to offer solutions to common challenges including:

1. **Insufficient funds available in CB account:** Contact your assigned analyst who can coordinate with the sponsoring OU to process a loan into your account while processing your payment in parallel.
2. **Urgent payments:** Please inform IEEE so we can help you determine the fastest method of payment.
 - IEEE recommends requesting payments (especially large payments) further in advance. We will do everything possible to help you avoid using an account other than the conference account.
3. **Limit on credit card and checks:** Contact CBCard@ieee.org to request an increase on your IEEE CB card’s automatic **\$5K USD** monthly limit. Submit payment requests larger than the automatic limit of **\$25K USD** per physical check to payments.ieee.org.

After considering these options and consulting MCE, if there is still a need to use personal funds to cover an expense, please get authorization from the conference treasurer and/or sponsoring organizational unit prior to making

Reimbursement checklist

- ✓ Always use the [IEEE Expense Report form](#) to capture expense details and reimbursement amount.
- ✓ Save all receipts (along with a clearly stated business purpose) totaling the amount requested on the form.
- ✓ Submit expense reimbursements no later than **60 days** after the purchase date.
- ✓ Please refer to the [IEEE Travel and Expense Reimbursement Guidelines](#) for additional information.

We are here to help

Please contact your assigned business analyst or ConferencePayments@ieee.org for assistance.

