

**IEEE Region 3 Travel Policy**  
**Student Branch Travel to SoutheastCon**  
*(policy as of January 2022)*

**Mileage:**

- (a.) Each student branch will be reimbursed for the roundtrip mileage of one (1) vehicle at the mileage rate authorized by the IEEE Controller (58.5 cents/mile).
- (b.) No air travel for student branches in the continental U.S. will be reimbursed
- (c.) Air travel for students from student branches where ground transportation is not possible may be reimbursed but only with prior approval of the RSAC and Regional Director.

**Per Diem (food/lodging/incidentals):**

- (a.) Branch Chair at \$40/day, 2.5 days maximum, contingent on attendance at the Student Branch Leadership Training meeting.
- (b.) Branch Counselor at \$40/day, 2.5 days maximum, contingent on attendance at the Branch Counselor Training meeting.
- (c.) Onsite Student Competition participant (one per branch) at \$40/day, 2.5 days maximum.