

SMC 2016 Student and Young Professional Travel Grant Policy

General information about the SMC Travel Grants

The SMC Society awards Travel Grants for Students and Young Professionals who are in most need and lack of financial resources to attend. Successful Grant Recipients will receive a reimbursement (\$500 of each) upon registering and presenting her/his paper at SMC 2016.

Assessment of the applications

The assessment of the applications to SMC 2016 Travel Grants and the selection of the Travel Grant Recipients will be done by a Board consist of the *Vice-President for Membership and Student Activities*, *Chair of Student Activities Subcommittee* and *Chair of Young Professional Subcommittee*.

According to IEEE and SMCS policies the Board treats all applications equally.

Duties of the Grant Recipients

The Recipients have to declare that they will attend on the SMC 2016 (eg. as a reply of the notification e-mail).

In case of any changes regarding their participation (eg. cancellation; fail to attend due to funding, visa, etc.) they have to indicate it to the Contact Persons.

If one of the Recipients cannot attend on the conference, her/his Travel Grant will be assigned to the next best non-selected Applicants.

The Recipients have to keep the invoices / vouchers / receipts regarding the travel (eg. airplane voucher, gasoline receipt, bus receipt, etc.) and provide them during the reimbursement.

Contact Persons:

Student Travel Grants: György Eigner, eigner.gyorgy@nik.uni-obuda.hu

Young Professional Travel Grants: Shun-Feng Su, sfsu@mail.ntust.edu.tw

Notifications of the Applicants

Notifications start after Aug. 5, 2016.

Due to the high number of applications the notifications of the Recipients and refused Applicants may takes a few days.

The SMC Travel Grant

The SMC Travel Grant only covers international and non-local travelling fees up to \$500.

The SMC Travel Grant does not cover local (in-town) travelling expenses, registration fees, accommodation fees, or other expenses.

The way of travelling (plain, car, train, etc.) is arbitrarily selected by the Recipients.

The SMC Travel Grant is a Reimbursement type Grant. That means, each Recipients have to pay by her/his own the travelling expenses to reach to the town of the conference venue and the travelling costs can be reimbursed after the conference.

Reimbursement policy

The Grant Recipients are able to claim their travelling expenses up to \$500.

Two possible cases can be occurred:

1. The travelling expenses are higher than \$500.

In this case the Society covers \$500 of the total fees. You have to fill the Expense Report Form with \$500. Moreover, the Wire or ACH Transfer Form should contains \$500 as well (or as much amount in other currencies which is equivalent with \$500).

2. The travelling expenses are lower than \$500.

In this case the Society covers only as much as the sum of the travelling fees. You have to fill the Expense Report Form with the original amounts. After, you have to fill the Wire or ACH Transfer Form. It should contains the total amount in the requested currency.

Reimbursement Procedure:

1. Read the “Expense Report Form Instructions”

2. Fill the “2016 Expense Report Form”

3a. Fill the Wire Transfer Form, if you want your reimbursement via Wire Transfer (International)

3b. Fill the ACH Transfer Form, if you want your reimbursement via ACH Transfer (Mostly in the USA)

4. Attach the scanned copies of the invoices / vouchers / receipts which prove the travelling expenses.

Send the filled forms and the attachments to the Contact Persons.

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The Reimbursement is a three stage process – which means it needs time. (The reimbursements have to approved by the Financial Responsible of SMCS and the accepted ones are paid by IEEE Finance.)

Examples of the Expense Report Form and Wire Transfer Form are provided.