

QCIT-ETC Budget & Expenses

QCIT-ETC has adopted the generic IEEE ComSoc rules for Budget & Expenses listed below.

7.0.3 TC– Budgets & Expenses (generic)

approved on 20YY/MM

The Vice President – Technical Activities (VP-TA) will inform QCIT of its budget.

When the Committee feels that funds are needed to fulfill its mission, a proposal will be prepared by one or more Officers for discussion and approval at a Committee meeting. (Such discussion can also be carried out via the Committee's email list.) The proposal should contain sufficient detail about the activity for which funds are sought and justification for funds being requested.

If the Committee agrees to the proposal, it will be submitted to the VP-TA for his/her approval. If approved, funds will be used in accord with ComSoc procedures. The Secretary of the QCIT will maintain a record of expenses. Invoices are sent to the VP-TA for approval, and then to ComSoc headquarters for payment or reimbursement.

Expenses will normally be incurred for maintaining information infrastructure (e.g., volunteer maintenance of its website) or showing appreciation for volunteer support. Recognition will not include awarding money, nor are committee funds to be used for travel purposes.