**MTT-S DML Pre-Talk Approval Form Instructions (Effective 1/1/2023)**

To ensure sufficient fund is allocated for reimbursement, this form must be completed and submitted to the DML Coordinator for approval prior to the travel. Expenses without pre-talk approval will not be reimbursed by MTT-S AdCom. Although normally the review and approval of DML travel will be completed within 5 working days, please complete and submit the form for approval as early as possible.

Please follow these guidelines when planning your DML trip:

1. The DML travel will follow the same travel reimbursement policy of the AdCom travel:

* "Travel must be preapproved by the cognizant AdCom Standing Committee Chair or Society Treasurer with oversight of the budget from which the travel will be reimbursed."
* "Maximum reimbursement for a domestic (within a single continent) trip is $2000 unless a more restrictive budget limit is specified by the details of the particular travel grant or award."
* "Maximum reimbursement for an overseas (multi-continent) trip is $3000 unless a more restrictive budget limit is specified by the details of the particular travel grant or award."
* "Additional legs on a trip increase the maximum reimbursement by $500 per leg. An additional leg is defined as stopping in a 2nd (or 3rd …) city to attend multiple events for Society business on a single trip. Note that such multi-segment trips are a time and cost-effective way to conduct business and are encouraged where possible."

1. DMLs represent MTT-S AdCom Technical Committees to deliver lectures at various Chapters, a service provided to society members and future members. To make more effective use of limited travel fund, please estimate the number of attendees to the lectures and the cost of the trip. Please work with the Chapter(s) to increase the number of attendees.
2. After the travel, submit the Post-Talk Form to the DML Coordinator and submit your reimbursement request through CONCUR with scanned copies of receipts as soon as possible, especially those occur near the end of the year. Due to year-end budget account closing and report requirements to IEEE Headquarter, late CONCUR submissions cannot be included and have to be counted as next year's expenses.
3. Your contribution to the Society is appreciated. Seasonal statistics regarding the number of talks given against the number of the talks assigned will be reported to the AdCom.
4. Please submit the necessary information on this site, before you prepare for your trip and as early as possible in order we can approve it in time. Once approved, you will be notified.

**MTT-S DML Pre-Talk Approval Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Travel Date(s) |  | | |
| Destination(s) |  | | |
| Lecture #1 | | | |
| Date | Location | Host Chapter | # of Attendees |
|  |  |  |  |
| Lecture #2 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #3 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #4 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #5 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Lecture #6 | | | |
| Date | Location | Host | # of Attendees |
|  |  |  |  |
| Estimated Total # of Attendees (A) | | |  |
| Estimated Total Travel Expenditures (B) | | | 0 |
| IEEE MTT-S Support Request (C) | | | 0 |
| IEEE MTT-S Support/Attendee (D=C÷A) | | | 0 |

Note:

1. Insert rows for additional lectures if necessary.

2. Sum up # of attendees in all lectures and enter the number in (A).

3. The maximum of the IEEE MTT-S Support Request (C) shall follow the MTT-S AdCom travel reimbursement policy.

4. (D)=(C)÷(A)