



## 2024 IEEE AP-S Chapter Chair Travel Grant Application Form

A Chapter Chair may contact the AP-S Chapter Activities Coordinator to apply for a travel grant to attend the annual IEEE AP-S International Symposium. The award is capped at a maximum of \$1,950. However, an additional amount can be approved for a particular case but requires prior approval by the Chair AP-S CAC.

The award may cover part of the travel and hotel expenses. Awardees are responsible for any costs that exceed the award limit. Chapter Chairs are entitled to a travel grant after three years of Chapter officer positions and volunteering service. Because of limited funds, the Chapter Chair travel grant is awarded first cum first service.

A Chapter Chair can request a Travel Grant by completing and submitting a “Travel Grant Application Form” to the AP-S Chapter Activities Committee. The application should clearly explain the planned level of AP-S activities of the Chapter Chairs/Officers at the Symposium. The “Chapter Chair Travel Grants” are prioritized based on financial need and the level of involvement of the Chapter Chair with the AP-S Chapter-related activities. If approved, the CAC Chair will forward the request to AP-S Treasurer for approval and reimbursement through online Concur.

<https://corporate.ieee.org/resources/travel-medical-and-insurance/ieee-expense-report>

Applications may be submitted at any time between the first of the year and the start of the Symposium. However, those applications received after **March 31** will be given a lower priority than those received prior to **March 31**.

The purpose of this grant is to allow Chapter Chairs/Officers to attend the Chapter Chair Luncheon meeting in order to benefit from the discussions pertaining to chapter affairs and business. Hence, the intended recipients of this grant are Chapter Chairs. In the event that a Chapter Chair cannot attend the Symposium, he/she may wish to be represented at the Chapter Chair Luncheon by another chapter officer (i.e. Vice Chair, Treasurer, etc.). Only in this case may this officer apply for the Travel Grant. Such applications will be given a lower priority than an application from a Chapter Chair. Non-elected officers (e.g., appointed officers) or members who are not an elected officer should not apply for this grant.

### Travel Grant Instructions

1. Prior to requesting any funds, a final Chapter report must be submitted for the previous year. No awards will be approved until a final report is received.
2. Enter the requested information in the attached application. There is no need to submit a “long” proposal or justification. A one-page application is desired, but use additional pages, if needed.

Please fill out the Travel Grant Application on the next page and submit it to the Chapter Activities Coordinator, Email: [akpoddar@ieee.org](mailto:akpoddar@ieee.org)



## **2024 IEEE AP-S Chapter Chair Travel Grant Application Form**

**Applicant Name:**

**Chapter Title/Location:**

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Are you the current elected Chapter Chair (Yes/No)?

If you are not the current Chair, state the elected position that you hold in your chapter (i.e., Vice-Chair, Treasurer, etc.):

Has a Final Report been submitted to the APS Chapter Activities Coordinator (Yes/No)?

Have you received this grant before (Yes/No)? If yes, what year(s)?  
(Chapter officers are entitled to receive travel grant after 3 yrs. of voluntary services, and second travel grant once in three years)

Are you applying for any other grants from IEEE for travel to this Symposium (Yes/No)? If yes, please list the sources.

List planned activities at the AP-S Symposium:

Provide a statement that describes your financial situation and need:

Requested amount (up to \$1,950 for Overseas and \$ 1500 for Regional):  
(For additional amount, prior approval is required from Chair AP-S CAC)

Please register at Concur Access for the reimbursement of expense, click the link for the registration.  
[IEEE Expense Report - IEEE Corporate Activities](#)