



IGS members traveling on behalf of the IGS, with full or partial travel costs reimbursed by the IGS, in order to conduct activities planned by an IGS Operating Unit (IGS Officers, Council, Council Committees, Technical committees, etc.) are deemed IGS Ambassadors. In addition to the technical objectives of the specific program to be conducted, an additional objective of the IGS Ambassador visit should be that of enhancing the operations of the local IGS Chapter (if such chapter exists) or of contributing to the formation of a new IGS Chapter.

The requirements that should be fulfilled for the IGS member to be deemed an IGS Ambassador, and consequently for the IGS to reimburse his/her travel expenses, are listed below.

Requirements regarding approval by IGS Council of the generic program:

1. The proposed generic program should be approved by an IGS Operating Unit (IGS Officers, Council, Council Committees, Technical committees, etc.)
2. A representative of the IGS Operating Unit should present to the IGS Council or Officers the motivation and objectives of the proposed generic program. While presentation of the general characteristics of the program is expected, a written document with the specific details of the program implementation is not required at this time.
3. The IGS Council or Officers should approve the budget for the proposed program, following recommendation by the representative of the IGS Operating Unit.

Requirements regarding interaction with, and involvement of, the local IGS Chapter or a local geosynthetics focus group (if an IGS Chapter does not exist):

4. The initiative of the IGS Operating Unit should receive the explicit endorsement of the IGS Chapter where the initiative will take place (if an IGS Chapter does exist in the country where the proposed program will take place).
5. The IGS Chapter hosting the Ambassador (if such IGS Chapter does exist) should agree to organize the activity involved in the program. This organization includes planning and sponsoring all aspects related to the venue, on-site support, and promotion of the proposed program.
6. The Ambassador should request sponsorship by the IGS Chapter (if such chapter does exist) of any on-site travel expenses associated with his/her visit (lodging, local transportation). Written justification should be provided to the IGS Officers if the Ambassador is unsuccessful in obtaining such sponsorship.
7. The Ambassador should coordinate a meeting during his/her visit with the Officers of the IGS Chapter (if such chapter exists). The meeting agenda should include a discussion of the current and planned chapter activities and of the main initiatives of the IGS. Written justification should be provided to the IGS Officers if the Ambassador is unsuccessful in coordinating such meeting.
8. If an IGS chapter does not exist in the country where the proposed program will take place, the Ambassador should coordinate a meeting with the local geosynthetics focus group. The meeting agenda should include a discussion of the opportunities to form a new IGS chapter and of the main initiatives of the IGS. Written justification should be provided to the IGS Officers if the Ambassador is unsuccessful in coordinating such meeting.

Requirements regarding approval by IGS Officers and IGS Treasurer of the specific program:

9. A description of the specific program (typically one-page document), detailing its characteristics and implementation plan should be submitted to the IGS Officers for comments and approval. The specific program should be consistent with the Council-approved generic program.
10. The program description should also include the detailed expenditures to be asked for reimbursement (typically only the economy-class air fare). Before incurring in any of the expenditures they must be approved by the IGS Treasurer.
11. The IGS Secretariat Manager will issue a travel expense report that includes the items approved for reimbursement. This form should be filled and submitted, after completion of the travel, to the IGS Secretariat Manager in order to process the travel reimbursement.