

# North America Chapter Chairs Congress '03

## Your Expense Report

Bruce Worthman

IEEE Communications Society

Supervisor, Finance and Administration

+1 212 705 8911, [b.worthman@comsoc.org](mailto:b.worthman@comsoc.org)



# Your Expense Report



- ❑ Typical Expenses include airfare, hotel, taxis, telephone, tips, meals, (departure) taxes, etc
- ❑ You must submit receipts for expenses greater than \$25
- ❑ Please complete your expense report before 31-Dec
- ❑ Send your expense report to:

IEEE Communications Society  
Attn: Carole Swaim  
305 East 47<sup>th</sup> Street, 9<sup>th</sup> Floor\*  
New York, NY 10017, USA

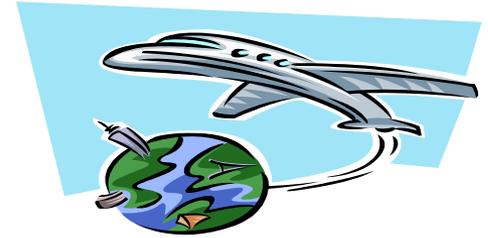
**Note: After 12-Dec mail to 3 Park Avenue, NY, NY 10016**

# Your Expense Report



- If you drove to San Francisco= 36 cents/mile plus tolls and gas
- If you used IEEE travel to book your flight AND requested the charges to “directly billed to ComSoc”, DO NOT RECORD THIS EXPENSE ON THE FORM
- You DO NOT have to record your hotel room night charges if you are staying in the San Francisco Marriott
- Deduct any “advance payments” you received prior to completing the expense report

# Getting Paid



- (Canada, Jamaica) You should convert your expense report into the currency you preferred to be paid (US Dollars or Local Currency)
- Want be paid via wire transfer, we need:
  - Bank Name
  - Bank City
  - Bank State/Country
  - Bank Account Name
  - Bank Account Number
  - ABA Number (in US), SWIFT Number (Int'l)