

## 2009

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Purpose of Trip - Note each day's activity

[illegible]

		Currency Conversion Rate	1.000	
		Total Expenses w/o/Mileage Allowance in US \$	0.00	
		Mileage Allowance in US\$	w/Conversion	0.00
Provide details below and attach full support on items 5 & 6		Less Charged Directly to IEEE in US\$	0.00	
(5)		Less Advance from IEEE in US\$	0.00	
		Total Balance due w/Mileage Allowance from(to) IEEEw/conversion	0.00	
(6)		Total Balance due w/Mileage Allowance from(to) IEEE in US\$	0.00	

ENTITY	BUSI.UNIT	COST CTR	ACCT	PROJ	AMOUNT
DISTRIBUTION TOTAL					0.00

Date:

Name: \_\_\_\_\_ 0 For Period Ending: \_\_\_\_\_

### Itemized Expenses

#### Taxi/Bus (1)

Note: receipts are required for amounts over \$25.00. Enter daily totals on page 1.

Date:	Fare:	To/From:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Meals/Self (2)

Receipts are required for amounts over \$25.00. Daily amounts are automatically carried over to page 1.

Daily expenses are not to exceed \$100.00 USD without written explanation -

( see FOM.6 - BUSINESS EXPENSE REPORTING).

Date:	Breakfast	Lunch	Dinner	Social
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

#### Meals/Official Guests (3)

Daily amounts are automatically carried over to page 1.

Date:	Amount:	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Tips & Gratuities (4)

Note: Please provide receipts for tips & gratuities over \$25.00. Enter daily totals on page 1.

Date:	Amount:	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Additional sheet for those who use:**

Pcard/OneCard

IEEE Corporate American Express Card

Record Pcard/OneCard Transactions and/or IEEE Corporate American Express Card Transactions on this page. Record the totals on the front page of the expense report. On the expense report form all items should be recorded as expenses and also in the Charged Direct to IEEE column. The total for Pcard/OneCard expenses should be credited to account 17405 and American Express charges should be credited to account 20160.

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