

# North America Chapter Chairs Congress '03

## Your Expense Report

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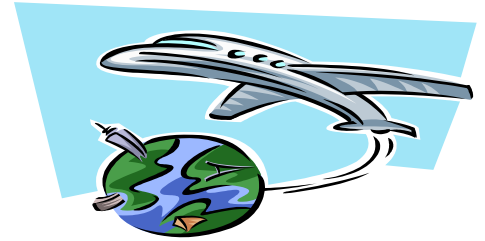
# Your Expense Report



- ☐ 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

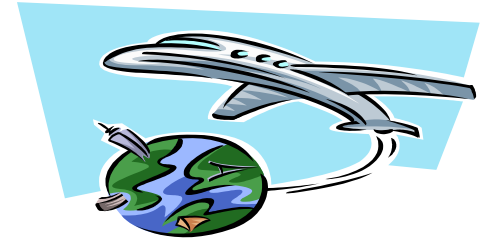
**Note: After 12-Dec mail to 3 Park Avenue, NY, NY 10016**

# 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)