

2008

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Name: _____

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)

Note: receipts are required for amounts over \$25.00.

Date:	Daily amounts are automatically carried over to page 1.			
	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.

PCARD/ONECARD TRANSACTIONS

[illegible]

IEEE CORPORATE AMERICAN EXPRESS CARD TRANSACTIONS

[illegible]