

Itemized Expenses

Taxi/Bus (1)

Date:	Fare:	To/From:
20 July 2022		
21-Jan-1900		
22-Jan-1900		
23-Jan-1900		

Meals/Self (2)

Receipts are required in accordance with IEEE policy. Daily amounts are automatically carried over to page 1. Daily expenses are not to exceed \$100 USD without written explanation (not to be interpreted as a per diem amount) (see FORM 6 BUSINESS EXPENSE REPORTING).

Date:	Breakfast	Lunch	Dinner	Social
20 July 2022				
21-Jan-1900				
22-Jan-1900				
23-Jan-1900				

Meals/Official Events (3)

Daily amounts are automatically carried over to page 1.

Date:	Amount:	Description:
20 July 2022		
21-Jan-1900		
22-Jan-1900		
23-Jan-1900		

Note: Receipts are required in accordance with IEEE policy. Enter daily totals on page 1.

Date:	Amount:	Description:
20 July 2022		
21-Jan-1900		
22-Jan-1900		
23-Jan-1900		

It MUST be filled by hand