Table 1 Examples of CTS Event Categories in V-tools and Account Numbers in QuickBooks

Event Example	Category	Sub Category	Expense Account Number		Notes
			CTS	**IEEE**	
Awards Dinner	Nontechnical	Awards dinners	4.10.32	4.10	Must be budgeted
ChapCom meetings	Administrative	ExCom	4.10.11	4.10	
Conference support committee meeting	Professional	Professional Development	4.70	4.70	Send to ER to conference treasurer
CTS workshop, event	Professional	Professional Development	4.70	4.70	Provide list of attendees and receipts
Ethics, code of conduct, conflict of interest meeting	Professional	Professional Development	4.10.43	4.10	
Face to Face meeting	Nontechnical	Other	4.10.34	4.10	Ad hoc meeting of two or more officers
Holiday parties	Not funded or reported by CTS (use reception or awards dinner)				
Officer Training	Administrative	Officer Training	4.10.12	4.10	Completion certificates may be awarded.
Reception	Nontechnical	Social	4.10.31	4.10	Must be budgeted
Science fair judging	Nontechnical	Pre University Activities	4.10.33	4.10	Judges, etc
SecCom meetings	Administrative	ExCom	4.10.11	4.10	
Technical class of ten or more hours	Professional	Continuing Education	4.60	4.60	Must qualify for at least one CEU
Technical meetings	Technical	None	4.10.20	4.10	
Technical tour, meeting, or workshop at an Industry facility	Professional	Industry Relations	4.10.43	4.10	Should qualify for at least one PDH
Workshop or event committee meeting	Administrative	ExCom	4.70	4.70	