



**Itemized Expenses**

Taxi/Bus (1)

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

Date:	Fare:	To/From:
1-Oct-2010		
2-Oct-2010		
3-Oct-2010		

Meals/Self (2)

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

Daily amounts are automatically carried over to page 1.

Date:	Breakfast	Lunch	Dinner	Social
1-Oct-2010		Provided by IEEE	Provided by IEEE	
2-Oct-2010		Provided by IEEE	Provided by IEEE	
3-Oct-2010	Provided by IEEE	Provided by IEEE		

Meals/Official Guests (3)

Daily amounts are automatically carried over to page 1.

Date:	Amount:	Description
1-Oct-2010		
2-Oct-2010		
3-Oct-2010		

Tips & Gratuities (4)

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

Date:	Amount:	Description
1-Oct-2010		
2-Oct-2010		
3-Oct-2010		