

Staple receipts
on reverse side

R10001 | Berkshire Section Expense WBS

Check #:
Amount:
Date:

- 4.10.000 | 000 Meetings
- 4.10.010 | 010 Section Meeting
- 4.10.020 | 020 Subsection Meeting
- 4.10.030 | 030 Chapter Meetings
- 4.10.040 | 040 Other Meetings
- 4.15.000 | 000 Chapter & Affinity Group Support

- 4.50.000 | 000 Conference Expenses
- 4.50.010 | 010 Conference Committee
- 4.50.020 | 020 Conferences

- 4.60.000 | 000 Educational Activities
- 4.60.010 | 010 Educational Activities Committee
- 4.60.020 | 020 Educational Activities Other

- 4.70.000 | 000 Professional Activities
- 4.70.010 | 010 Professional Activities Committees
- 4.70.020 | 020 PACE Projects-reimbursable (R 1-6)
- 4.70.030 | 030 PACE Proj-not reimbursable R1-6
- 4.70.040 | 040 Prof Activities meetings

- 4.80.000 | 000 Student Activities
- 4.80.040 | 040 Student Awards
- 4.85.000 | 000 Grants & Awards
- 4.85.010 | 010 Awards & Recognition Committee
- 4.85.020 | 020 Awards

- 5.15.000 | 000 Sections Congress
- 5.20.000 | 000 Travel Expense
- 5.20.010 | 010 Region Travel
- 5.20.020 | 020 Section Travel
- 5.20.040 | 040 All Other Travel

- 5.54.000 | 000 MGA & Major Board Expense
- 5.54.010 | 010 IEEE USA (R 1-6)

- 5.60.000 | 000 Other Management & General Expense
- 5.60.010 | 010 Bank & Credit-Card Fees
- 6.10.000 | 000 Postage & Supplies
- 6.20.000 | 000 Other; explain _____

- 6.75.000 | 000 Loan Disbursement
- 6.95.000 | 000 Bank Account Transfers (outgoing)

Check payable to name:

Address:

Type and purpose of expense:

Signature of requestor: