The Institute of Electrical and Electronics Engineers, Inc.

Expense Report

2014

Name: John Smith

Send check to the following address :
518 Lincoln Street
Bigtwon, New York 10022
U.S.A

Member No. 80153012

Supplier No.

Site:

For Period Ending:

Member of: Other

If Other, please describe :

Purpose of Trip - Note each day's activity

Attended the IEEE Magnetics Society Summer School in Rio, Brazil in August 10-15, 2015.

Provide details and full support on items (1) through (6)

Details	Date	8/9/2014	8/10/2014	8/16/2014	8/17/2014				Total Expense	Chrg. Dir. to IEEE(7)
	Town	Bigtwon	Rio	Rio	Bigtown					
	KM / Mile	PERSONAL AUTO USAGE MAKE ONLY ONE CHOICE, MILES OR KILOMETERS								
Personal Auto Usage : (Enter " X ")									NO	
Mileage Allowance ($0.56/Mile,$0.348/Km) in US$		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Trans. - Tolls & Parking									0,00	
Taxi/Bus - See Itemized Expenses (1)		20	0	0	20				40 0,00	
Plane, Train, Auto Rental (Provide Backup)		0	500	0	0				500 0,00	
Lodging - Self									0,00	
Meals/Self - see Itemized Expenses (2)		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Official Guest - see Itemized Expenses (3)		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Miscellaneous - Tel. & Telegraph		0,00							0,00	
Tips & Gratuities (4)									0,00	
Other (5)									0,00	
Other (6)									0,00	
Total Expense w/o Mileage Allowance		0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00

Currency Conversion Rate		1,000
Total Expenses wo/Mileage Allowance in US $		0,00
Mileage Allowance in US$	w/Conversion	0,00
Less Charged Directly to IEEE in US$		0,00
Less Advance from IEEE in US$		0,00
Total Balance due w/Mileage Allowance from(to) IEEEw/conversion		0,00
Total Balance due w/Mileage Allowance from(to) IEEE in US$		540 0,00

Provide details below and attach full support on items 5 & 6

(5)

(6)

ENTITY	BUSI.UNIT	COST CTR	ACCT	PROJ	AMOUNT
				DISTRIBUTION TOTAL	0,00

Originator's Signature: ~~Laura Heydeman~~ John Smith Date: 8/11/2014

Approved By: Mingzhong Wu Approved By: Date: 8/11/2014

10/08/14