

Expense Report Form Instructions

Instructions

General

1. This report contains protected as well as unprotected data.
2. Unprotected data is contained in ranges corresponding to: names, addresses, tolls & parking, taxi/bus fares, plane, train, auto rental, lodging, miscellaneous expenses, tips & gratuities, other, member/vendor number, areas provided for descriptions, and amounts charged directly to and/or advanced by IEEE.
3. Protected data makes up the remainder of the report. This data cannot be edited or altered in any way. Any attempt to do so will result in an error message.

Entering & Editing Data

1. Entering Text

-Move to cell where you wish to enter text. Enter your text here.

2. Entering Values

-Auto Mileage

To enter auto mileage type in the actual mileage in the cell corresponding to "Personal Auto Mileage". Do not attempt to enter an amount directly into the allowance row. These values are protected and the program will not allow you to change these cells.

-Entering Meals

To enter meals for yourself or official guest, you must enter the values on page 2. There are seven lines corresponding to the seven dates of travel that were entered on page 1. Enter the amounts for breakfast, lunch, dinner and social, and for official guest in the applicable spaces. These amounts will automatically be transferred to page 1. Do not attempt to enter the amounts in the spaces on page 1, as these ranges are protected.

-Remaining Expenses

Enter all remaining expenses directly on page 1 in their appropriate fields. Please be sure to complete page 2 for taxi/bus and tips & gratuities. Enter these amounts in the appropriate fields on page 1.

-Charged Directly to IEEE

Enter amounts charged to IEEE under the column "Chrgd.Dir. to IEEE." These amounts will automatically be carried down to the row entitled "Less Charged Directly to IEEE."

When using this column for, (i.e. P.Card, Onecd), be sure to itemize each item being expensed on the expense report in the Distribution area, or utilize page 3 of the expense report. When expensing Pcard/OneCard items, credit account 17405.

-**"Less Advance from IEEE"** should be entered as a *negative* number.

Foreign Currency

1. Expense reports should be submitted in only one currency. If varying currencies are used, a report must be submitted per currency.
2. The "Currency Conversion Rate" value should indicate the currency exchange rate to the US dollar (ex. 101.2 Yen = \$1.00). This would then calculate the total expenses shown in Yen to the equivalent amount in US dollars. For expense reports completed in US dollars, 1.00 should be entered in this field.

Official Guest

IRS guidelines define official guests as "related to the business being conducted"