

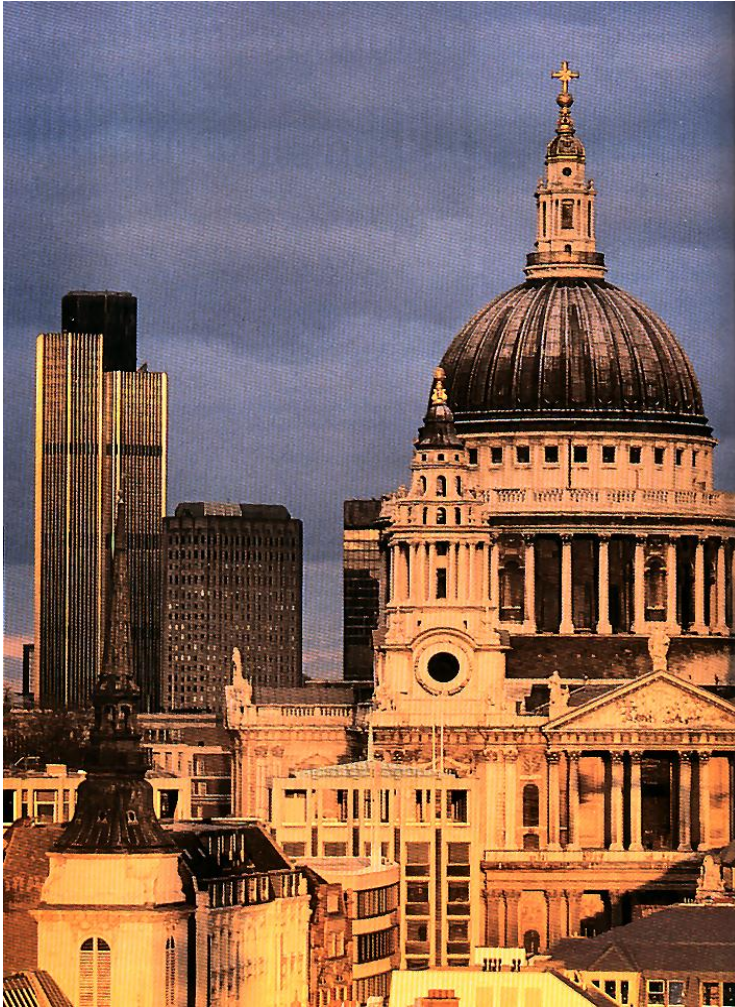
Guide to Region 8 Expenses

Brian Harrington
Treasurer: Region 8

IEEE Region 8 Committee Meeting
Riga, Latvia, 7-9 May 2010



Banking Location



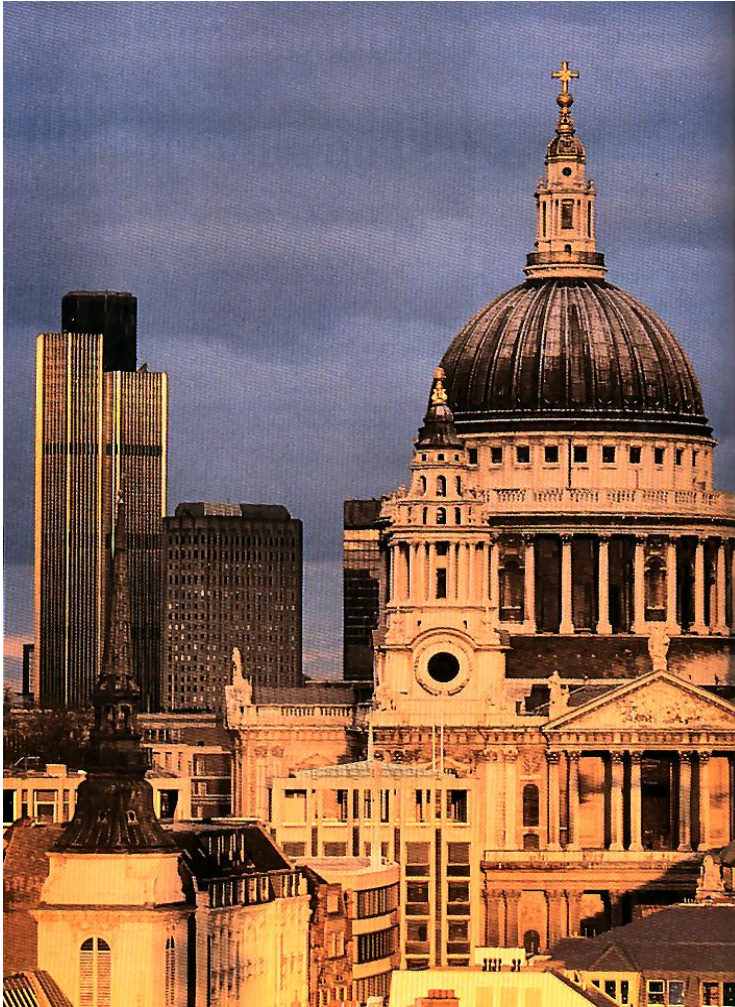
Region 8 Bankers

**National Westminster Bank
plc**

**City of London Office
1 Princes Street
London EC2R 8PB**

Supervised by a Senior
Business Manager

Accounting and Technical Support

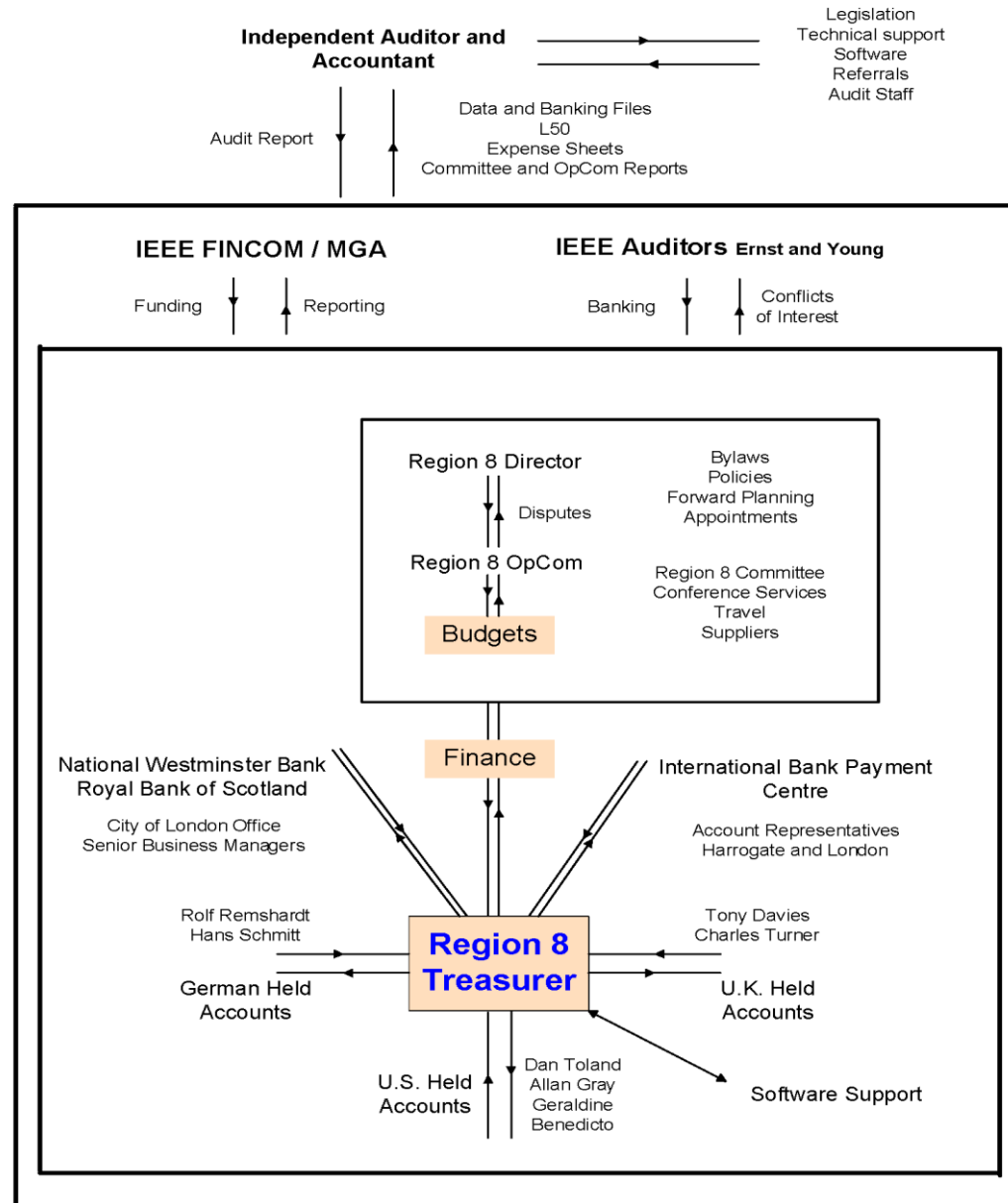


Audit

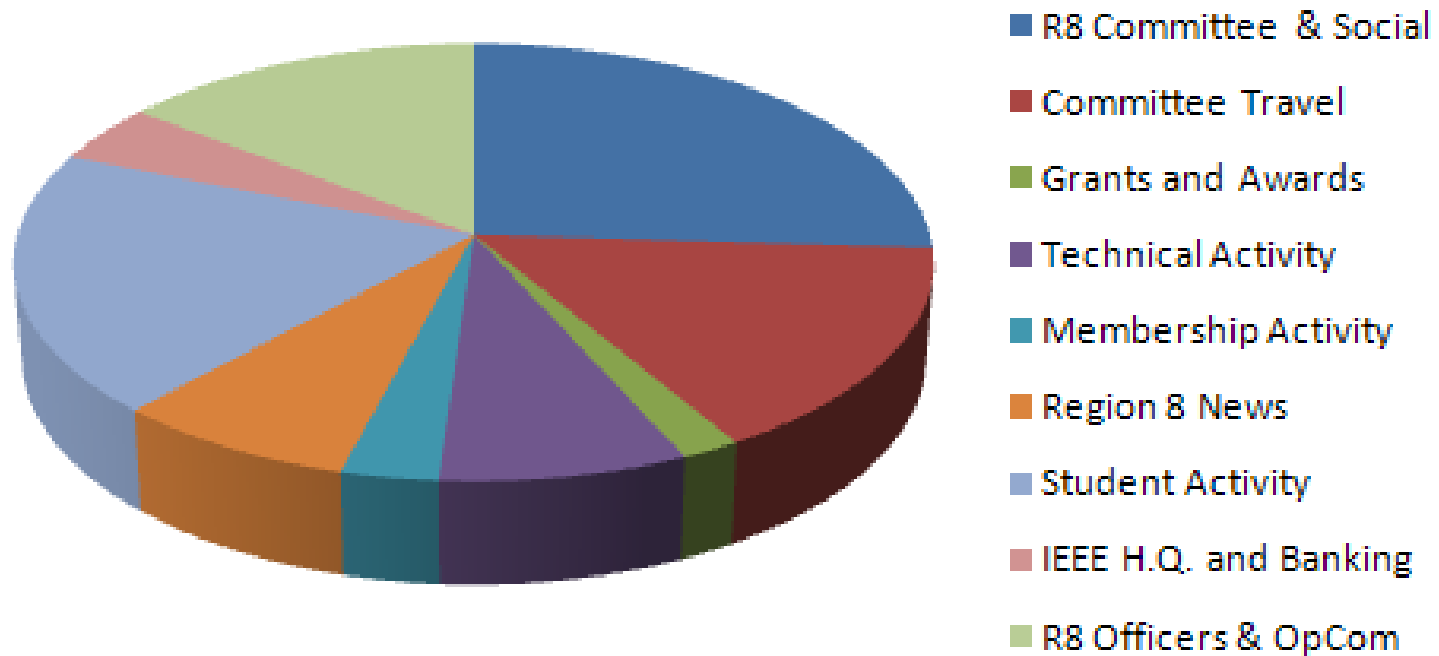
C & N TAYLOR FCA
203 London Road
Hadleigh
Essex SS7 2RD

Registered By
The Institute of Chartered
Accountants

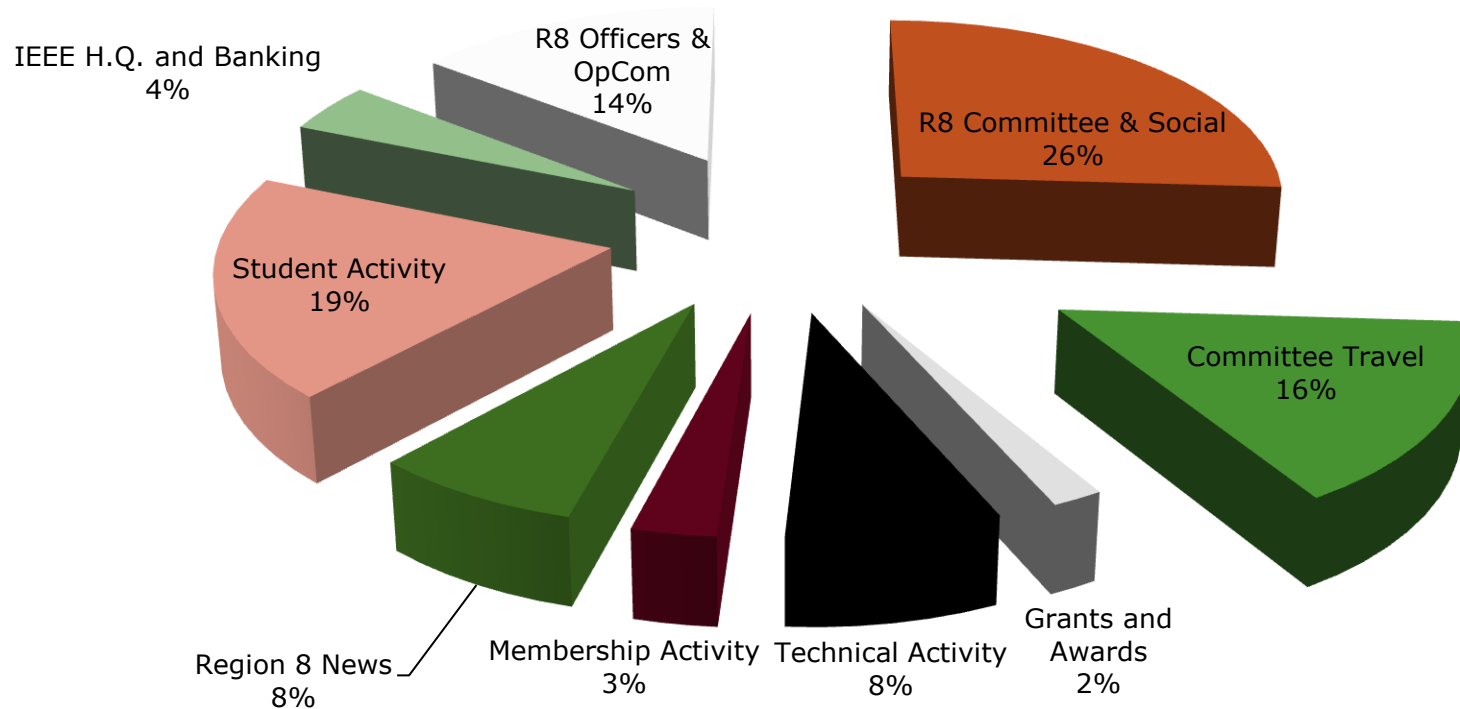
IEEE Region 8 Financial Organisation



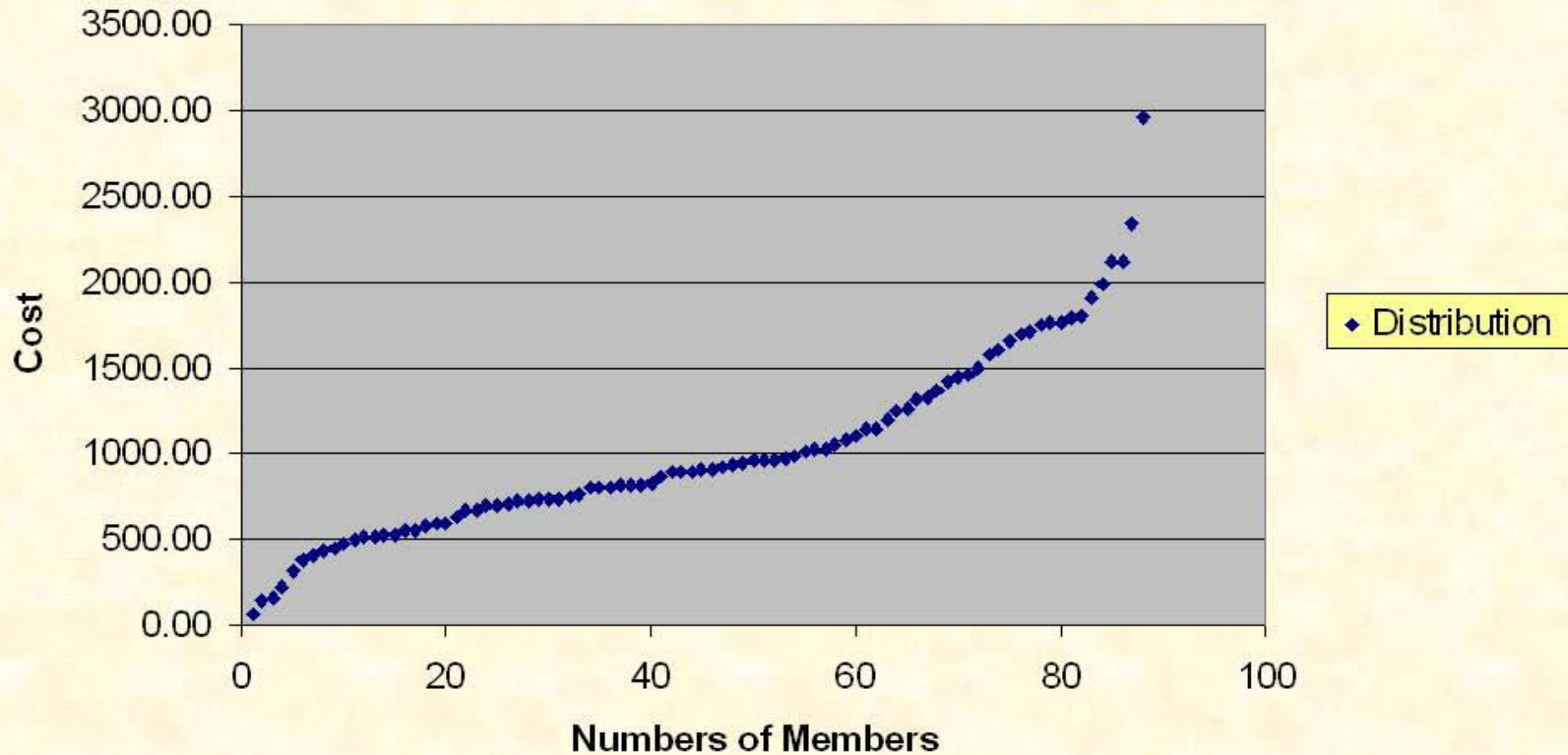
Allocation of Expenses



Committee Travel



Malta Travel



The Basic Rules

- **Air Travel must be Economy Class**
- **Avoid Travel Agent's Commission**
- **Use Travelocity or Opodo for example**
- **Seek advice (Treasurer) if high cost or long journey**
- **Sorry – Cannot Reimburse Partners**

Allow Plenty of Time for VISAS

Use Region 8 Exp. Report

SEND TO:
b.harrington@ieee.org

Copy on the Region 8
Web Site

Reasonable Quality
Scanned Copies of
Receipts are Fine

Expenses

The Institute of Electrical and Electronics Engineers, Inc.

IEEE

Expense Report: Region 8

Version 7: October 2009
Page 2: Scroll →

Name: _____

Event: _____

The Currency used to complete this Report is _____

Period Ending: _____

R8 Committee Role: _____

Attending As: _____

IEEE Membership Number: _____

Purpose of Trip - Note each day's activity

The Default Currency for Car Mileage is the EURO
If Expense Report is in a Different Currency enter
Conversion Ratio for your Currency in Box below:

1.00000

Provide details and full support
on items (1) through (7)

Details:

Date: _____

Location: _____

MILES KM Enter Distance Driven each day in Row 25 and Select MILES or KM box with an 'X'.

Personal Car Usage: (Enter 'X')

Transport - Tolls and Parking

Mileage Allowance @ 0.377 per Mile

Mileage Allowance @ 0.234 per Km

Taxi / Bus: Itemized Expenses C / F from Page 2 #1

Plane, Train, Car Rental (Provide Receipts)

Lodging - Self

Meals / Self: Expenses C / F from Page 2 #2

Official Guests: Expenses C / F from Page 2 #3

Internet (Telephone and Fax)

Tips and Gratuities: Expenses from Page 2 #4

Visa

Other Expenditure (5):

Other Expenditure (6):

Charged Directly to IEEE and CB Charge Card (7):

Total Expense for Region 8

Provide details below and attach full support on items 5, 6, & 7

(5) _____

(6) _____

(7) _____

Total of Expenditures Incurred

Less Charged Directly to IEEE (7)

Less Advance from IEEE Region 8

Balance of Expense Report

Convert Balance to Other Currency? 1.00000 Currency?

Reimbursement Amount & Currency

Analysis:

04/10 Region 8 Committee Meetings and Social Events

05/20 Region 8 Committee Travel

Other Expenditures or Recoveries

Analysed Total

Signature: _____ Date: _____

Approved: _____ Date: _____

NOTE: Complete the form in one currency and convert the final total if required.

Page 1

02/05/2010

Expenses

Bank Transfer Details

Bank Account is Held in the Name of: _____

Your Address: _____

Bank IBAN or Account Number / Sort Code: _____

SWIFT BIC Code: _____

Address of Bank: _____

MORE ↓

Amount: _____

Expenditure on Region 8 business must always conform to Region 8 Travel Policy. Air Travel must be at the most economic discounted rate. We cannot pay Air travel for accompanying wives or partners; although they may take part in the social events organised. Any difference between a single and double bedroom rate is the responsibility of the member as are any incidental expenses incurred. The Treasurer will, at discretion, pay on the receipt of readable scanned copies of supporting documents.

b.harrington@ieee.org

If Payment Is Required through an Intermediate Bank Complete Further Information

<u>Payee Bank:</u>	<u>Intermediate Bank:</u>
Bank IBAN or Account Number: _____	Bank IBAN or Account Number: _____
SWIFT BIC Code: _____	SWIFT BIC Code: _____
Address of Bank: _____	Address of Bank: _____

Other Payment Instructions: _____

IF FIRST
EXPENSE CLAIM

OR

DETAILS HAVE
CHANGED

Use Currency of your Bank Account

Bank Transfer Details

Bank Account is Held in the Name of: _____

Your Address: _____

Bank IBAN or Account Number / Sort Code: _____

SWIFT BIC Code: _____

Address of Bank: _____

[b.harrington@ieee.org](#)

MORE ↓

Amount: _____

If Payment Is Required through an Intermediate Bank Complete Further

Payee Bank:

Bank IBAN or Account Number: _____

SWIFT BIC Code: _____

Address of Bank: _____

Intermediate Bank:

Bank IBAN or Account Number: _____

SWIFT BIC Code: _____

Address of Bank: _____

Other Payment Instructions: _____

Expenditure on Region 8 business must allow Travel Policy. Air Travel must be at the most We cannot pay Air travel for accompanying they may take part in the social events organ between a single and double bedroom rate member as are any incidental expenses inc at discretion, pay on the receipt of readable supporting documents.

Give Full Bank Data:

IBAN (Sort Code + A/C Number)

Bank Address

SWIFT BIC Code (If Known)

Beneficiary (To Whom Payable)

Address

Amount

Currency

Send to me

Currency Considerations

- **Region 8 Maintains Three Bank Accounts:**

USD is base account to minimise unnecessary currency transfers

The Euro for the Euro Zone

The Great Britain Pound

Currency Considerations

- **Region 8 Maintains Three Bank Accounts:**

USD is base account to minimise unnecessary currency transfers



**All Currency Payments
that are not Euro or GBP**

Money Transfers

All Transfers are EFT

No Cheques

Money Transfers

Full Policy on Region 8
Expense Reimbursement is
on the
Region 8 Web Site

Questions? Comments?



Thank you!

