

# TREASURER'S REPORT

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AESS TREASURER  
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# AESS TREASURER'S RULES

- ALL EXPENSE SUBMITTED MUST HAVE EXPENSE REPORT AND RECEIPTS.
- EXPENSE REPORTS MUST BE FILLED OUT PROPERLY
- SCANS OF ITEMS ABOVE IS ACCEPTABLE.
- IF PAYMENT IS NOT RECEIVED WITHIN 10 DAYS, PLEASE CONTACT ME VIA PHONE OR E-MAIL.

# IEEE/AESS TRAVEL REIMBURSEMENT GUIDELINES

- All persons travelling on IEEE business for whom IEEE pays or reimburses transportation expenses shall travel economically by booking economy class flights well in advance and shop for low cost business train fares and low cost car rental rates.

# IEEE/AESS TRAVEL

## REIMBURSEMENT GUIDELINES

- Individuals will only be reimbursed for standard business class single hotel rooms. The itemized hotel bill must be attached as a receipt.
- Car rentals – When travelling alone , car rentals should be compact or midsize vehicles.
- When private vehicles are used – Mileage will be reimbursed at the current approved rate authorized by the USA IRS.

# IEEE/AESS TRAVEL REIMBURSEMENT GUIDELINES

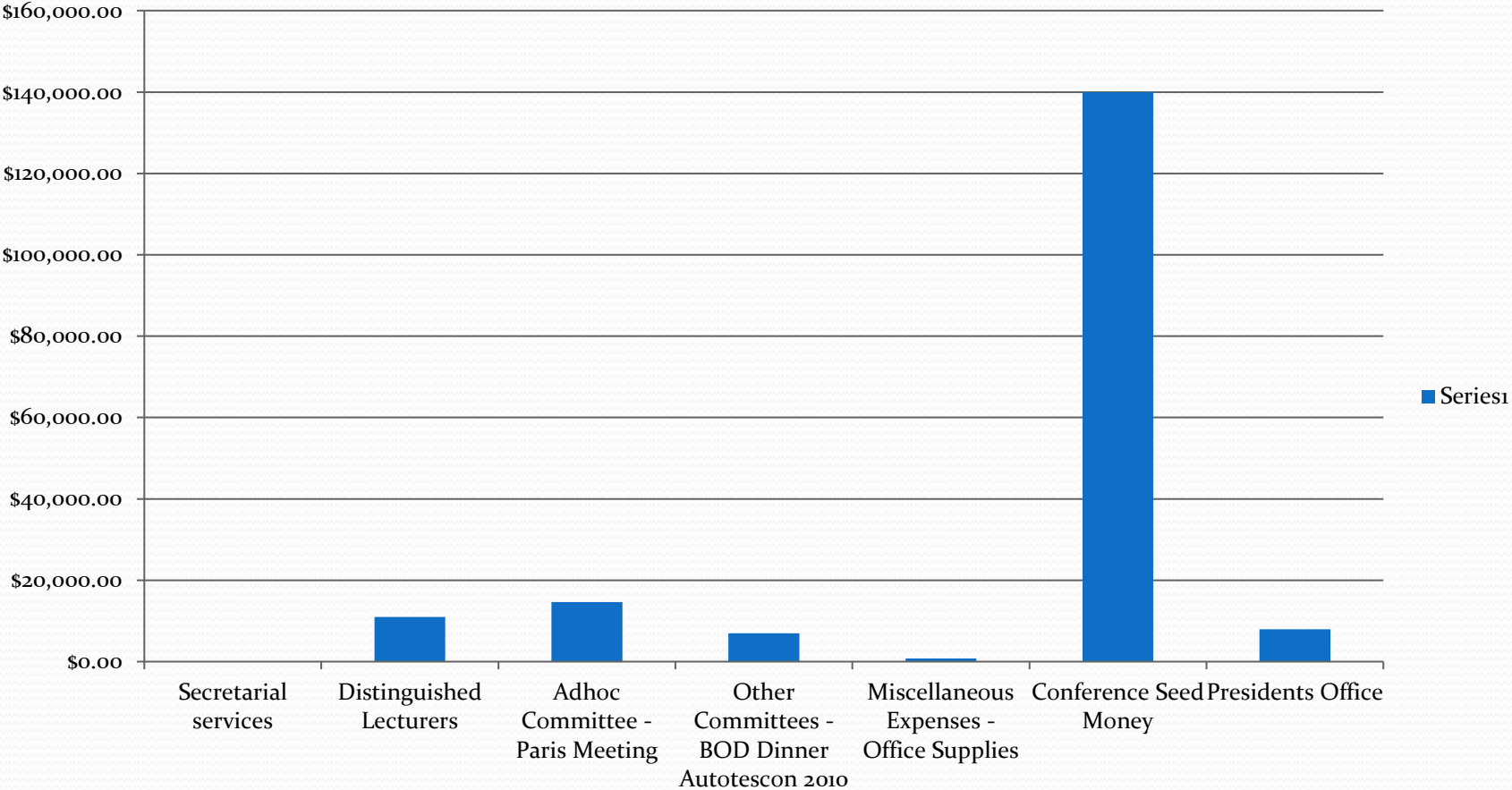
- Receipts must be submitted for any single expenditure in excess of \$25.00. Original, photocopies or electronic receipts are acceptable.

# TOTAL AESS EXPENSES – 4-15-2011

## Activity Amount

- Secretarial services \$88.68
- Distinguished Lecturers \$10,970.82
- Adhoc Committee - Paris Meeting \$14,642.54
- Other Committees - BOG Dinner Autotescon 2010 \$6,986.95
- Miscellaneous Expenses - Office Supplies \$795.57
- Conference Seed Money \$ 140,000.00
- Presidents Office \$7,967.65
- TOTAL \$181,452.21

# TOTAL EXPENSES – 4-15-2011



# TREASURER'S TRAINING

- ATTENDED TA FINANCE WORKSHOP AND TUTORIAL MARCH 13, 2011 IN NEW BRUNSWICK
- ATTENDED TA WORKSHOP MARCH 14, 2011 IN NEW JERSEY.
- RECOMMEND IT TO ANY ONE INVOLVED WITH SOCIETY FINANCES.