





## Expense Documentation for NPSS Child Care Assistance

To receive reimbursement for childcare expenses documented by receipts, the conference finance chair/Treasurer must receive the completed IEEE Expense Report form within two weeks of the completion of the conference.

On the IEEE Expense Report form, please fill in:

Name

Address

For Period Ending

IEEE Member number (if applicable)

Enter your childcare itemized expenses as:

Please include receipts and/or other documentation detailing your childcare expenses.

Return completed form no later than June 25, 2016, by email to:

[lcops2016@ieee.org](mailto:lcops2016@ieee.org)