



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 expenses as:

- Mileage (if applicable)
- Other

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

Return completed form no later than **Friday, March 31, 2017**, by email to: icops2017@ieee.org