

IEEE CONFERENCE FINANCIALS  
IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART II: EXPENSE  
PLEASE FILL OUT GREY SHADED AREAS

This form should be completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All income items may be expressed in either U.S. Dollars or in local currency.

Full title of Conference	Budget			Conf. Dates	Final Report
Ocean 2013				9/23/13 - 9/27/13	
	Budget	Interim Report	Final Report		
<b>Management/Services</b>					
Internal Promotion	0.00	0.00	0.00		
Internal General	0.00	0.00	0.00		
External Promotion	0.00	0.00	0.00		
External General	43500.00	0.00	0.00		IEEE Meeti
<b>Total</b>	<b>43500.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>Registration Expense</b>					
Registration Expense	23198.00	0.00	0.00		IEEE Meeti
<b>Total</b>	<b>23198.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>PROMOTION</b>					
Announcement	0.00	0.00	0.00		
First Call For Papers	0.00	0.00	0.00		
Call For Papers	0.00	0.00	0.00		
Advance Program	0.00	0.00	0.00		
Final Program	54250.00	0.00	0.00		
Advertisements	10000.00	0.00	0.00		
Other	27000.00	0.00	0.00		
<b>Total</b>	<b>91250.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>CONFERENCE PUBLICATIONS</b>					
Tech Digest	0.00	0.00	0.00		
Proceedings	0.00	0.00	0.00		
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
<b>EXHIBIT/Vendor</b> (Attach detailed statement of all expenses necessary to mount and display exhibits)					
Vendor Program	2000.00	0.00	0.00		
On-Site Costs	9020.00	0.00	0.00		
Other	75258.11	0.00	0.00		IEEE Meeti
<b>Total</b>	<b>86278.11</b>	<b>0.00</b>	<b>0.00</b>		
<b>Local Arrangements</b>					
Audio-Visual	70000.00	0.00	0.00		
Ops. Room Equipment	0.00	0.00	0.00		
Signage	0.00	0.00	0.00		
On-site Temps	0.00	0.00	0.00		
Security	0.00	0.00	0.00		
Convention Center	0.00	0.00	0.00		
Hotel Meeting Rooms	0.00	0.00	0.00		
Hotel Penalties	0.00	0.00	0.00		
Tours	0.00	0.00	0.00		
Attendee Gifts	15000.00	0.00	0.00		
Transportation	0.00	0.00	0.00		
Hotel Gratuities	0.00	0.00	0.00		
<b>Total</b>	<b>85000.00</b>	<b>0.00</b>	<b>0.00</b>		

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY REPORT", "PART I: INCOME", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").

**RETURN TO: IEEE CONFERENCE SERVICES**  
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, USA  
OR EMAIL: [conference-services@ieee.org](mailto:conference-services@ieee.org) OR FAX: +1 732 981 1769  
*Keep a copy for your records*

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SOCIAL FUNCTIONS

(Itemize events on next page.)

Total	360680.00	0.00	0.00
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ADMINISTRATION

Credit Card Fees	0.00	0.00	0.00
Bank Fees	27300.00	0.00	0.00
Audit fees	5000.00	0.00	0.00
Travel Grants & Awards	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Printing/Duplication	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Office Supplies	30000.00	0.00	0.00
Freight Shipping	0.00	0.00	0.00
Grant G&A	0.00	0.00	0.00
Phone Fax	2000.00	0.00	0.00
Admin Services	0.00	0.00	0.00
Staff travel	0.00	0.00	0.00
Other	13000.00	0.00	0.00
Total	77300.00	0.00	0.00

COMMITTEE

OC & TPC Gifts	0.00	0.00	0.00
OC Attire	0.00	0.00	0.00
Travel	50000.00	0.00	0.00
Meetings, Conf Calls	3000.00	0.00	0.00
Other	10000.00	0.00	0.00
Total	63000.00	0.00	0.00

Miscellaneous

IEEE Society Advance Loan Repayments	30000.00	0.00	0.00
IEEE Section Advance Loan Repayments	0.00	0.00	0.00
VAT	0.00	0.00	0.00
Other (specify)	0.00	0.00	0.00
Total	30000.00	0.00	0.00

TOTAL EXPENSES	860206.11	0.00	0.00
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