





## 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.

If you have been accepted for the NPSS Child Care Assistance, please return completed Expense Form no later than July 13, 2023, by email to:

Frank Hegeler, [frank.hegeler@nrl.navy.mil](mailto:frank.hegeler@nrl.navy.mil)