

American Physical Society

MEETING REPORT

Unit: _____
 Meeting: _____
 Location: _____ Date of Meeting: _____

Account Number	Revenues	Meeting	Meeting	Student Support			Total
4400	Registration Fees						
4420	Tutorial Income						
4430	Less Credit Card Fees						
4440	Exhibit Income						
4450	Advertising Income						
4452	Audio Visual Income						
4454	Banquet Income						
4495	Cancellation Income						
4490	Other Income						
Total Revenue							

Account Number	Expenses	Meeting	Meeting	Student Support			Total
5226	Facility Rental						
5229	Audio Visual Expense						
5230	Registration Expenses						
5235	Decorator Expenses						
5239	Career Placement Center						
5247	News Room						
5252	Banquets Expense						
5254	Receptions Expense						
5256	Other Food & Beverage						
5258	Tutorial Expense						
5261	Bus Rental						
5279	Companion/Social Activity						
5476	Program Expense						
5615	Temporary Help						

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Account Number	Meeting Expenses (Continued)	Meeting	Student Support			Total
5790	Equipment Rental					
5822	Consultant Fees					
5924	Duplicating & Printing					
5925	BAPS Page Charges					
5930	Postage					
5938	Shipping Expense					
5940	Telephone Expense					
5957	Travel Grants					
5958	Fee Waivers					
5960	Committee Meals					
5962	Committee Travel					
5965	Sorters Travel					
5962	Other Travel					
5975	Advertising Expense					
5979	Insurance Expense					
5987	Promotional Items					
5991	Mtgs Dept/Meetings Planner					
5994	Miscellaneous					
Total Expenses						

Net Revenue (Expense)					
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Submitted by:	
Date:	

Please mail completed report to either the Unit's Secretary/Treasurer or to:

**American Physical Society
One Physics Ellipse
College Park, MD 20740
Attn: Accounting Department**