

U.S. DEPARTMENT OF COMMERCE U.S. CENSUS BUREAU



Acting as a collecting agent for U.S. Department of Labor Bureau of Labor Statistics

# **Your Daily Expenses**

Help us learn about the buying habits of people in the United States





















When you write down what you purchase in this diary, you will help provide a bigger picture of how U.S. consumers spend their money.

By law (Title 13, U.S. Code), we must keep your information confidential; we use it for statistical purposes only.

If you have comments regarding this survey, please email CEcomments@bls.gov.

Plea	Please record your expenses and purchases for the following period							
	Day	Date						
1								
2								
3								
4								
5								
6								
7								

will	return	on:	

If you have any questions, please call:

Field representative's name:	Telephone:
Field representative supervisor's name:	Telephone:

#### **General Instructions**

- Fill out this diary for an entire week, writing down everything you and the people on your list spend money on each day – the products you buy, the services you use, the household expenses you have during the week – no matter how large or small they are.
- We recommend that you record your expenses <u>each day</u>. Think about where you went and what you did.
- Talk to the people on your list every day to find out how they spent their money.
- Include payments by

Cash
Check
SNAP Card
Credit/Debit Card
Money Order
Venmo
Paypal

WIC Voucher Automatic Withdrawal Payroll Deduction Store Charge Card Gift Card Cashapp

 Keep receipts and other records so that you will remember to record what you bought or paid for. Use the pocket at the back of the diary to store them.

Some record types include:

Receipts
Bills
Pay Stubs
Bank Statements
Internet/Catalog Purchases
Credit Card Statements

 Include items that you bought for <u>people</u> who are not on your list, such as gifts.

#### Do NOT record

- Expenses of people on your list while they were away from home overnight
- Business or farm operating expenses
- Sales tax, except for Meals, Snacks, and Drinks Away from Home

# How to Fill Out Your Diary

The diary is divided into 7 days and each day is divided into 4 parts.

Enter each item in the appropriate part for each day.

#### 1. Food and Drinks for Home Consumption

- Describe the item.
- Mark whether the item was fresh, frozen, bottled/canned, or other.
- Enter the cost without tax and deduct any discounts or coupons.
- Enter the name of the store, business, or website where the item was purchased.

#### 2. Meals, Snacks, and Drinks Away from Home

- Enter the name of the restaurant, vendor, or cafeteria. Do not include the name of the delivery service.
- Mark one of the four choices that best describes where you made the purchase.
- Enter the total cost with tax and tip. Include any delivery fees in the total cost.
- Check whether alcoholic beverages were included or not, and if yes, enter the cost of the alcoholic beverages.

#### 3. Clothing, Shoes, Jewelry, and Accessories

- Describe the item and enter the cost without tax.
- Mark the appropriate sex and age range of the person for whom the item was bought.
- Enter the name of the store, business, or website where the item was purchased.

## 4. All Other Products, Services, and Expenses

- Describe the item and enter the total cost without tax.
- Enter the name of the store, business, or website where the item was purchased.

See back flap for answers to Frequently Asked Questions

There is an Additional Pages section on pages 18–23 in case you run out of lines on any particular day.

If you are unsure about whether to include an item or where to record an item, write it down wherever it seems best or make a note and ask your field representative.

## **Record Your Daily Expenses**

# The people on your list: Record the purchases and expenses made by ALL of these people. **Notes**

#### Thank you for agreeing to fill out this diary.

We understand that this task takes time; however, your information is very important to us and will be used for many purposes that affect all households in the U.S. Among the most important, it is used to help calculate the Consumer Price Index, or CPI. The CPI is one of the most important tools used to measure how fast consumer prices are rising or declining.

#### Here are some of the uses of the Consumer Price Index:

- ♦ Provide cost-of-living wage adjustments for millions of American workers
- ◆ Adjust Social Security payments
- ◆ Adjust Federal income-tax brackets

For more information about t	the survey, visit: <u>www.bls.gov/cex</u> and <u>www.cens</u>	sus.gov/programs-surveys/ce.htm
	Office Use: Place the barcode label here	
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#### **Questions?**

Some Frequently Asked Questions are answered on the flap attached to the back cover. If you still have questions after reviewing these, please call your field representative.



# **Examples**

fresh  1	Mark () frozen  2  2  X  2  2  2  2	bottled/canned  3  3  3  3  X  3  X	other 4 4 4 4 4 4 4 4 4 4	### without 1	50 78 80 29	Store or Website where purchased  Foodway Grocery Store
X 1 X 1 1 X 1 1 X 1 1 1 1 1 1 1 1 1 1 1	2 X 2 2 2 2 2	3 3 3 <b>X</b> 3 <b>X</b> 3	4 4 4	1 6 2 4 2	50 78 80 29	Foodway Grocery Store
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1	2	3	<sup>4</sup> X	2	79	
1	<sup>2</sup> <b>X</b>	3	4	8	97	
		X		1	59	
		X		4	96	
1		<sup>3</sup> <b>X</b>	4	1	98	
<sup>1</sup> X	2	3	4	6	36	
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1	2	3	<sup>4</sup> X	20	85	Amazon.com
1	2	3	4 <b>X</b>	21	45	Pets&More.com
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080102

# **Examples**

	Meals, Snacks, and Drinks Away from Home										
	Name of Restaurant or Vendor		Take-out Service Or Machines or Mobile Or School Cafeteria					Were alcoholic beverages included?		Enter the total cost of the alcohol	
201	McDonald's	1 <b>X</b>	2	3	4	7	25	1	<sup>2</sup> <b>X</b>		
202	Lupo Verde Italian restaurant	1	<sup>2</sup> <b>X</b>	3	4	62	23	<sup>1</sup> <b>X</b>	2	12	00
203	Mister Days sports bar	1	<sup>2</sup> <b>X</b>	3	4	15	00	<sup>1</sup> X	2	15	00
204	YMCA vending machine	1	2	3 <b>X</b>	4	1	50	1	<sup>2</sup> <b>X</b>		
205	Millbrook school cafeteria	1	2	3	4 <b>X</b>	45	00	1	<sup>2</sup> <b>X</b>		
206	Starbucks	1 <b>X</b>	2	3	4	2	09	1	<sup>2</sup> <b>X</b>		

	Clothing, Shoes, Jewelry, and Accessories										
	What did you buy or pay for?	Co witho		Child Under 2	<b>as th</b> Boy 2-15	Girl 2-15	Man 16 & over	Or: Woman 16 & over	Name of Store or Website where purchased		
301	dress shirts	75	00	1	2	3	4	<sup>5</sup> <b>X</b>	Dillards.com		
302	running shoes	69	00	1	2	3	4	5 <b>X</b>			
303	wallet	29	00	1	2	3	4 <b>X</b>	5			
304	baseball cap	14	99	1	<sup>2</sup> <b>X</b>	3	4	5	Target		
305	bib	3	50	1 X	2	3	4	5	Sweet Dreams boutique		
306	necklace	250	00	1	2	3	4	<sup>5</sup> <b>X</b>	Olde Towne jewelry		
307	non-prescription sunglasses	59	00	1	2	3	4	5 <b>X</b>	Walmart.com		
308	child's costume (returned for refund)	15	00	1 <b>X</b>	2	3	4	5	Partysupply.com		

	All Other Products, Services, and Expenses									
	What did you buy or pay for?	Cost without tax		Name of Store or Website where purchased						
401	cold medicine (non-prescription)	6	95	Walmart						
402	gasoline	12	86	Liberty						
403	highway tolls	2	00	Tri-River bridge						
404	digital music	10	99	Spotify						
405	cigarettes	8	99	Jim's Mart						
406	dry cleaning (clothes)	15	50	Green cleaners						
407	lottery tickets	1	00	Jim's Mart						
408	bus fare	1	50	MetroCounty transit						
409	piano lessons	150	00	Private Individual						
410	electric drill	65	00	Village Hardware						
411	Netflix subscription	9	99	Netflix						
412	veterinarian fees	85	00	Bay County Vets						



080103

# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax fresh other where purchased

FR USE:	
None	
□ vc	

	Meals, Snacks, and Drinks Away from Home											
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	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total (		beve	rages uded?	Enter total co	st of	
		1	2	3	4			1	2			
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204		1	2	3	4			1	2			
205		1	2	3	4			1	2			
206		1	2	3	4		<u> </u>   	1	2	İ		

	Clothing, Shoes, Jewelry, and Accessories									
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	<b>as th</b> Boy 2-15	Girl 2-15	Man 16 & over	Woman 16 & over	Name of Store or Website where purchased		
301			1	2	3	4	5			
302			1	2	3	4	5			
303			1	2	3	4	5			
304			1	2	3	4	5			
305			1	2	3	4	5			
306			1	2	3	4	5			
307			1	2	3	4	5			
308			1	2	3	4	5			

	All Other Products, Services, and Expenses									
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased							
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080105

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# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax fresh other where purchased

FR	USE:
	None
	□ vc

	Meals, Snacks, and Drinks Away from Home									
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	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	beve	rages ided?	Enter the total cost of the alcohol	
201		1	2	3	4		1	2		
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204		1	2	3	4		1	2		
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	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	80y 2-15	1 <b>e it</b> Girl 2-15	em f Man 16 & over	Woman 16 & over	Name of Store or Website where purchased
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302			1	2	3	4	5	
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304			1	2	3	4	5	
305			1	2	3	4	5	
			1	2	3	4	5	
306			1	2	3	4	5	
307			1	2	3	4	5	
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	All Other Products, Services, and Expenses								
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased						
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080107

7

# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax other fresh where purchased

FR	USE:
	None
	□ vc

	Meals, Snacks, a	leals, Snacks, and Drinks Away from Home									
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	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total (		beve	rages uded?	Enter the total cost of the alcohol	
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	Clothing, Shoes, Jewelry, and Accessories								
	What did you buy or pay for?	<b>Cost</b> without tax	Under 2 2-15 2-15 16 &				Woman 16 & over	Name of Store or Website where purchased	
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302			1	2	3	4	5		
303			1	2	3	4	5		
304			1	2	3	4	5		
305		1	1	2	3	4	5		
306			1	2	3	4	5		
307			1	2	3	4	5		
308			1	2	3	4	5		

	All Other Products, Services, and Expenses							
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080109

9

# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax other fresh where purchased

FR USE:
None
□ vc

	Meals, Snacks, and Drinks Away from Home									
	Name of Restaurant or Vendor			Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	alco beve	ere holic rages uded?	Enter the total cost of the alcohol	
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		1	2	3	4		1	2		
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		1	2	3	4		1	2		
206										

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	as th Boy 2-15	Girl 2-15	Man 16 & over	Woman 16 & over	Name of Store or Website where purchased
301			1	2	3	4	5	
302			1	2	3	4	5	
303			1	2	3	4	5	
304			1	2	3	4	5	
305			1	2	3	4	5	
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307			1	2	3	4	5	
308			1	2	3	4	5	

	All Other Products, Services, and Expenses								
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased						
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080111

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# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax other fresh where purchased

FR USE:	
None	
□ vc	

	Meals, Snacks, and Drinks Away from Home										
	Name of Restaurant or Vendor		Full Service Places	Vending Machines or Mobile Vendors / Food Trucks		Total (		alco beve	ere holic rages uded?	Enter total co the alc	st of
201		1	2	3	4			1	2		 
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203		1	2	3	4			1	2		
204		1	2	3	4			1	2		
205		1	2	3	4			1	2		
206		1	2	3	4			1	2		

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	<b>as th</b> Boy 2-15	Girl 2-15	em f Man 16 & over	Or: Woman 16 & over	Name of Store or Website where purchased
301			1	2	3	4	5	
302			1	2	3	4	5	
303			1	2	3	4	5	
304			1	2	3	4	5	
305			'	2	3	4	5	
306			1	2	3	4	5	
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308			1	2	3	4	5	

	All Other Products, S	ervices, aı	nd Expenses
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased
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413			

FORM CE-801 (7-2022)



# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one Name of Cost What did you buy or pay for? **Store or Website** frozen bottled/ canned without tax other fresh where purchased

FR USE:	
	None
	VC

	Meals, Snacks, and Drinks Away from Home									
				hat best de ide this pu				ere holic		
	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	beve	rages uded?	Enter the total cost of the alcohol	
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201		1	2	3	4		1	2	!	
202		1	2	3	4		1	2		
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205		1	2	3	4		1	2		
206						l i			1 i l	

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	as th Boy 2-15	Girl 2-15	Man 16 & over	Or: Woman 16 & over	Name of Store or Website where purchased
301			1	2	3	4	5	
302			1	2	3	4	5	
303			1	2	3	4	5	
304			1	2	3	4	5	
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	All Other Products, S	ervices, a	nd Expenses
	What did you buy or pay for?	<b>Cost</b> without tax	Name of Store or Website where purchased
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FORM CE-801 (7-2022)



# ENTER DAY AND DATE

See pages 2-3 for examples. If you need additional space, use pages 18-23.

#### **Food and Drinks for Home Consumption** Is this item: Mark (X) one frozen bottled/ canned Name of Cost What did you buy or pay for? **Store or Website** without tax other fresh where purchased

FR USE:
None
□ vc

	Meals, Snacks, and Drinks Away from Home									
				hat best de ide this pu			Were alcoholic			
	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip			Enter the total cost of the alcohol	
201		1	2	3	4		1	2		
202		1	2	3	4		1	2		
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206										

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	as th Boy 2-15	Girl 2-15	Man 16 & over	Woman 16 & over	Name of Store or Website where purchased
301			1	2	3	4	5	
302			1	2	3	4	5	
303			1	2	3	4	5	
304			1	2	3	4	5	
305			1	2	3	4	5	
306			1	2	3	4	5	
307			1	2	3	4	5	
308			1	2	3	4	5	

	All Other Products, Services, and Expenses								
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased						
401									
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17

What did you buy or pay for?		ls t	his item: k (X) one		Cost	Name of Store or Website
Timet and you may or pay to	fresh	frozen	bottled/ canned	other	without tax	where purchased
	1	2	3	4		
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	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		+



080118

	Meals, Snacks, and Drinks Away from Home									
	Name of Restaurant or Vendor		Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	Were alcoholic beverages included?		Enter the total cost of the alcohol	
		1	2	3	4		1	2		
201		1	2	3	4		1	2		
202		1	2	3	4	ļi			<u> </u>	
203		'	2	3	4	!	1	2	!	
200		1	2	3	4		1	2		
204		1	2	3	4		1	2	-	
205			_			<u> </u>	ľ	_	<u>    i                                </u>	
		1	2	3	4		1	2		

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2	as th	Girl 2-15	em f Man 16 & over	Woman 16 & over	Name of Store or Website where purchased
301			1	2	3	4	5	
301			1	2	3	4	5	
302		·	1	2	3	4	5	
303			<u> </u>			ļ.		
304			1	2	3	4	5	
504			1	2	3	4	5	
305			1	2	3	4	5	
306								
307			1	2	3	4	5	
307			1	2	3	4	5	
308								

	All Other Products, S	ervices, a	nd Expenses
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased
401			
402			
403			
404			
405			
406			
407			
408			
409			
410			
411			
412			
413			



080119

What did you buy or pay for?		ls ti Mar	nis item: k (X) one		Cost	Name of Store or Websit
inat ara you say or pay ion	fresh	frozen	bottled/ canned	other	without tax	where purchased
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4		
	1	2	3	4		
					İ	
	1	2	3	4		
	1	2	3	4	i	
	1	2	3	4		
	1	2	3	4	i	
	1	2	3	4		
	1	2	3	4	<u>'</u>	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4	!	
	1	2	3	4		
	1	2	3	4	İ	
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4	<u> </u>	
	1	2	3	4	i	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4	<u> </u>	
	1	2	3	4	<u> </u>	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		



080120

				hat best de ide this pui				ere		
	Name of Restaurant or Vendor	Fast Food Take-out Delivery Concession	Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	beve	holic grages uded?	Enter the total cost of the alcohol	
207		1	2	3	4		1	2		
208		1	2	3	4		1	2		
		1	2	3	4		1	2		
09		1	2	3	4		1	2		
10		1	2	3	4		1	2		
11		1	2	3	4	<del>                                     </del>	1	2		

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax	Child Under 2				Woman 16 &	Name of Store or Website where purchased
309			1	2	3	4	5	
310			1	2	3	4	5	
			1	2	3	4	5	
311			1	2	3	4	5	
312			1	2	3	4	5	
313			1	2	3	4	5	
314						·		
315			1	2	3	4	5	
316		İ	1	2	3	4	5	

	All Other Products, Services, and Expenses								
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased						
414									
415									
416									
417									
418									
419									
420									
421									
422									
423									
424									
425									
426									



080121

What did you buy or pay for?	fresh	ls th Marl frozen	nis item: k (X) one bottled/ canned	other	Cost without tax	Name of Store or Website where purchased
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4	· 	-
				4		
	1	2	3			
	1	2	3	4		
	1	2	3	4		
	1	2	3	4	<u> </u>	
	1	2	3	4		
	1	2	3	4	j	
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		
	1	2	3	4		-



080122

	Meals, Snacks, and Drinks Away from Home									
	Name of Restaurant or Vendor		Full Service Places	Vending Machines or Mobile Vendors / Food Trucks	Employer or School Cafeteria	Total Cost with tax & tip	alco beve	ere holic rages uded?	Enter the total cost of the alcohol	
040		1	2	3	4		1	2		
213		1	2	3	4		1	2		
214		1	2	3	4	-	1	2		
215								_		
216		1	2	3	4	ì	1	2	ì	
217		1	2	3	4		1	2		
21/		1	2	3	4	<u> </u>	1	2		
218										

	Clothing, Shoes, Jewelry, and Accessories							
	What did you buy or pay for?	<b>Cost</b> without tax			Boy Girl Man 16 & over over			Name of Store or Website where purchased
317			1	2	3	4	5	
318			1	2	3	4	5	
319			1	2	3	4	5	
320			1	2	3	4	5	
321			1	2	3	4	5	
322			1	2	3	4	5	
323			1	2	3	4	5	
324			1	2	3	4	5	

	All Other Products, Services, and Expenses							
	What did you buy or pay for?	Cost without tax	Name of Store or Website where purchased					
427								
428								
429								
430								
431								
432								
433								
434								
435								
436								
437								
438								
430								
439								



080123

## Keep your records in this pocket.

(These records are only for your reference; we will not keep them.)

- Receipts
- Bills
- Pay Stubs
- Bank Statements
- Catalog/Internet Purchases
- Credit Card Statements

#### Frequently Asked Questions

(continued on other side)

#### 11. What about gift cards or gift certificates?

If you <u>buy</u> a gift card or gift certificate to give to someone, write down its cost under the appropriate section (e.g., a gift card to a clothing store would go under *Clothing, Shoes, Jewelry, and Accessories* and a gift card to a department store would go under *All Other Products, Services, and Expenses*). If you <u>use</u> a gift card, write down the full amount for your purchase as if paid with cash.

#### 12. What do I do about returns & exchanges?

If an item is bought and returned during the diary week, it can be erased or crossed out. If it was bought outside the week and returned during the week, do not make an entry. If an item is exchanged during the week, erase or cross out the item that was returned and enter the new item and its cost on the day the exchange was made.

## 13. How do I categorize the establishment for Meals, Snacks, and Drinks Away from Home?

- Fast Food, Take-out, Delivery, Concession You pay BEFORE you eat/drink
- Full Service Places
   You pay AFTER you eat/drink if you eat/drink
   at the establishment
- Vending Machines or Mobile Vendors / Food Trucks
   Include vending machines, carts, and food trucks that move from place to place
- Employer and School Cafeterias
   Include school meal plans and pre-payments,
   and school lunch bills

## 14. What's the difference between a concession stand and a mobile vendor?

A concession stand has to stay in a permanent location and a mobile vendor does not. Some mobile vendors may seem permanent because they are usually in the same location, but they are still considered mobile vendors because they have the option to change locations.

## 15. Should I record subsidized/reimbursed expenses?

Yes, but only record the portion that you or someone on your list has paid.

## 16. What should I do about shipping & handling costs?

Include the shipping & handling cost in the total price of the item. If the shipping & handling covered multiple items, include the shipping & handling in the total price of one item from the order.

#### Frequently Asked Questions

(continued on other side)

#### 1. How detailed should my descriptions be?

Refer to pages 2–3 for examples of the level of detail needed in each part. Do not rely solely on brand names.

#### 2. How should I record multiple quantities?

You may group identical items on the same line and enter a total cost of all the items, or you may write each item on a separate line with the individual cost.

#### 3. How should I record pre-payments such as a subway fare card?

Record the expense when you pay for it, not when you use it.

#### 4. How should I record credit card purchases?

Record the purchase on the day that you use your credit card to pay for it, not on the day you receive or pay your credit card bill.

## 5. Should I record automatic deductions taken from my paycheck or bank account?

Yes, record automatic deductions (such as health insurance premiums taken out of your account or paycheck) only if they are deducted that week. Write them in the section called *All Other Products, Services, and Expenses*.

#### 6. Should I record typical monthly bills?

Yes, record typical monthly bills only if you pay them during the week that you have the diary. Write them in the section called *All Other Products, Services, and Expenses.* 

#### 7. What should I do when I use coupons, discount cards, or loyalty cards?

Subtract the discount from the original price and write the amount that you paid.

#### 8. Can I just give you receipts instead of writing the information down?

No, we need you to write the information in the diary. We encourage you to save your receipts to review them with your field representative at the end of the week. You can use the pocket on the inside of the back cover to store your receipts until you're ready to record your purchases.

## 9. How should I record an item if I don't know if it includes tax?

Write down the amount paid.

#### 10. What if I make a contribution or charitable donation?

Record money contributions or donations in the section called *All Other Products, Services, and Expenses.* 

(continued on other side)



#### **Daily Reminder List**

Please review the list of expenses below with the people on your list at the end of each day. If you have forgotten to record any expense, please do so on the appropriate page.

#### Did you or anyone on your list pay for . . .

- meals, drinks, or snacks from restaurants, fast food, cafeterias, vending machines, concession stands, etc.?
- catered events or meal plans?
- food & drinks from a grocery store or other speciality food store such as a bakery, candy shop, or liquor store?
- clothing, shoes, jewelry, accessories or clothing services such as dry cleaning?
- personal care items or services such as cosmetics, soaps, haircuts, etc.?
- housekeeping supplies or services for home decoration/maintenance?
- toys, books, electronics, hobby supplies, etc.?
- cigarettes, tobacco, or other smoking supplies?
- commuting costs such as public transportation, parking fees, gasoline, or tolls?

- medicine or medical/dental services?
- entertainment or recreational activities?
- typical bills such as utility bills, cable bills, telephone bills, etc.?
- automatic deductions from a paycheck such as insurance premiums?
- bank/ATM service fees?
- credit card interest or finance charges?
- internet or catalog orders?
- fees for lessons or instructions?
- gifts, contributions, or donations?

FR USE: Use the example below to transcribe the Control Number:

		Control Number						
code	code	PSU   PSU county (3-4) (5-7)	Frame   Sample   Designation   (8) (9-11)	Sequence #1 (12-15)	Sequence   #2   (16-17)	HH   CU   No.   No.   (18)   (19-20)	Spinoff Indicator (21-22)	1 2
21	04	26   999	U D15	0001	01	1 01	00	

RO	Control Number							Week			
code	Survey   code   (1-2)	PSU   PSU state   county (3-4)   (5-7)	Frame   	Sample Designation (9-11)	Sequence #1 (12-15)	Sequence #2 (16-17)	HH   No.   (18)	CU   No.   (19-20)	Spinoff Indicator (21-22)	1	2
		 			<u> </u> 	 			    -		

