

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

# Your Daily Expenses <br> Help us learn about the buying habits of people in the United States 

|  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- |
| Pierre-Vending <br> Machine.jpg | Jeanette \& Linda- <br> Pastry Shop.jpg | Stephen - Writing <br> Checks.jpg | Nhien \& Jenny - <br> Flower Shop.jpg | George - Gas <br> Station.jpg |

When you write down how you spend your money in this diary, you will help us understand more about the products and services that are bought by the people in the United States.

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 send them to the Division of Consumer Expenditure Surveys,

2 Massachusetts Avenue N.E., Room 3985, Washington, DC 20212.

| Please record your expenses and purchases <br> for the following period |  |  |
| :---: | :---: | :---: |
|  | Day | Date |
| 1 |  |  |
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| 3 |  |  |
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| 7 |  |  |

I will return on: $\qquad$
If you have any questions, please call:

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

## Examples

(continued on other side)

## 1. Food 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)

■ Vending Machines or Mobile Vendors (include vending machines, carts, \& trucks that move from place to place)
■ Employer and School Cafeterias Includes elementary school pre-payments

## 2. Food and Drinks for Home Consumption

■ Grain Products (cake mixes, cereal, cornmeal, flour, pasta, rice, spaghetti, etc.)
■ Bakery Products (cakes, cookies, frozen waffles, pies, white bread, other bread, etc.)
■ Beef (briskets, ground beef, round \& other roasts, sirloin, etc.)
■ Pork (bacon, ham, pork chops, sausage, etc.)
■ Poultry (chicken parts, duck, whole turkey, etc.)
■ Other meats (bologna, frankfurters, lamb, liverwurst, organ meats, salami, etc.)
■ Fish \& Seafood (fish, shellfish, etc.)
$■$ Oils, Fats \& Dressings (salad dressing, shortening, vinegar, etc.)
■ Eggs \& Dairy Products (butter, cream, cheese, ice cream, skim milk, powdered milk, etc.)
■ Fruits \& Fruit Juices (apples, bananas, cranberry juice, oranges, orange juice, etc.)
■ Sugar, Sugar Substitutes \& Sweets (artificial sweeteners, candy, gum, jams, jellies, etc.)
■ Vegetables \& Vegetable juices (beans, corn, lettuce, potatoes, tomatoes, tomato juice, etc.)

- Other Food Items (baby food, pet food, frozen foods, gourmet/specialty items, sauces, seasonings, soups, etc.)
- Non-Alcoholic Beverages (carbonated \& non-carbonated waters, cola \& other carbonated beverages, fruit-flavored beverages, instant \& ground coffee, tea, etc.)
- Alcoholic Beverages (beer, champagne, liqueurs, whiskey, wine, etc.)
- Food \& Beverages Purchases as Gifts for someone not on your list (candy, cheese, fruit baskets, wine, etc.)


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

■ Casual, Sportswear, Formal (dress, pants, shirt, shorts, suit, sweater, etc.)
■ Undergarments \& Sleep Clothes (hosiery, lingerie, pajamas, socks, etc.)
■ Outdoor, Work, School, Costumes (coat, jacket, thermals, uniform, windbreaker, etc.)
■ Shoes (boots, dress, sandals, slippers, sneakers, etc.)
■ Sports-team Clothes \& Sports Shoes (cleats, golf shoes, ski boots, team uniform, etc.)
■ Jewelry, Accessories, \& Sewing Items (belt, buttons, hairpiece, hat, ring, thread, umbrella, etc.)
(continued on other side)

## Examples <br> (continued on other side)

4. All Other Products, Services, and Expenses

- Clothing Services (alterations, dry cleaning, shoe repairs, storage, tailoring, etc.)
- Medicines, Medical Supplies \& Services (bandages, canes \& other medical equipment, doctor \& dentist services, prescription eyeglasses, health insurance, prescription drugs, ointments, vitamins, wheelchairs, etc.)
- Tobacco \& Smoking Supplies (cigarettes, cigars, pipes, smoking accessories, tobacco, etc.)
- Gasoline, Oil, \& Additives (brake fluid, coolants, gasoline, motor oil, etc.)
- Personal Care Products \& Services (cosmetics, dental products, deodorants, hair care products, hand soap, men's \& women's haircuts, perfume, shaving products skin care products, etc.)
- Housekeeping Supplies \& Services (bathroom tissue, brooms, laundry \& cleaning detergents, light bulbs, maid service, mops, paper towels, sponges, etc.)

■ Housewares \& Small Household Appliances (blenders, coffee makers, cooking utensils, dinnerware, glassware, irons, utensils, pots \& pans, telephones, \& toasters, etc.)

- Home Furnishings, Decorative Items, Linens, \& Major Appliances (art work, clocks, curtains, lamps, picture frames, pillows, plants, refrigerators, rugs, sheets, sofas, stoves, table cloths, tables, towels, vases, etc.)

■ Home Maintenance, Hardware, Lawn Supplies \& Services (hand tools, improvement \& repair equipment, lawn/garden equipment, nails, power tools, screws, supplies, services, etc.)

- Housing Expenses (cable service, electricity, garbage removal, heating/cooling, insurance, maintenance fees, mortgage payments, property taxes, rent, telephone, etc.)
- Entertainment/Amusements \& Sports/Recreation (admissions to movies, clubs, sporting \& cultural events, camping, CDs, concert tickets, hunting, sports \& exercise equipment, tapes, toys, TVs, video/stereo equipment, video purchase/rental, etc.)
- Transportation Expenses (airline fares, buses, car rental, commuter fares, new \& used cars, maintenance and repair, parking fees, taxis, tolls, train fares, etc.)

■ School Expenses (daycare, high school \& college tuition, room \& board, school supplies, textbooks, etc.)

- All Other Expenses (alteration and repair of household furnishings, ATM service fees, babysitting, books, club dues, diaper services, donations, legal \& accounting fees, magazines, newspapers, pet supplies \& veterinary services, photographic supplies, postage, sewing goods, shipping \& handling, stationery, etc.)


## Record Your Daily Expenses

## The people on your list:

Record the purchases and expenses made by ALL of these people.
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Notes
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## 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 Americans. Among the most important, it is used to help calculate the Consumer Price Index, or CPI, which is a basic measure of the rate of inflation.

## 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
- Determine the cost of school lunches
- Adjust Federal income-tax brackets

For more information about the survey, visit: http://www.bls.gov/cex and http://www.census.gov

Office Use: Place the barcode label here

## 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.


## 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 each day. Think about where you went and what you've done.
- Talk to the people on your list every day to find out how they spent their money.
- Include payments by:

| Cash | Credit/Debit Card | Automatic Withdrawal/Payroll Deduction |
| :--- | :--- | :--- |
| Check | Money Order | Store Charge Card |
| Food Stamps | WIC Voucher | Grocery Certificate |

- 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
Utility Bills

Pay Stubs
Bank Statements Telephone Bills

## Catalog/Internet Order Invoices Credit Card Statements

Include items that you bought for people 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 for:

Part 2. Food and Drinks for Home Consumption
Part 3. Clothing, Shoes, Jewelry, and Accessories
Part 4. All Other Products, Services, and Expenses


080102

## 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.

## These are the 4 parts within each day of the diary:

## 1. Food and Drinks Away from Home

■ Mark one of the four choices that best describes the type of meal and describe briefly.
■ Mark one of the four choices that best describes where you made the purchase.
■ Enter the total cost with tax and tip.

- If alcohol was part of the purchase, check whether it was wine, beer, and/or other alcohol and enter the total cost of the alcohol.

2. 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.
■ Mark the last column if the item was purchased for someone not on your list (e.g. gifts).
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.
■ Mark the last column if the item was purchased for someone not on your list (e.g. gifts).
4. All Other Products, Services, and Expenses

■ Describe the item and enter the total cost without tax.
■ Mark the last column if the item was purchased for someone not on your list (e.g. gifts).
There is an "Additional Pages" section on pages 36-44 in case you run out of lines on any particular day.

Look on the next 4 pages for examples and tips on how to record your purchases.
> *Please Note: 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.


080103

| [EXAMPLE | SUN MON TUE WED THU FRI SAT |
| :--- | :--- | :--- | :--- |

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.
4
FR USE: $\square$ None
$\square$ TR
$\square \mathrm{vc}$



If there are not enough lines in this part, please continue recording your expenses on pages 38-41.
FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.



If there are not enough lines in this part, please continue recording your expenses on pages 43-44.

[^0]Day 1 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.
Day 2 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)



If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.
Day 3 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.
FORM CE-801 (1-1-2013)
Day 4 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.

Day 5 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)



If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.
Day 6 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.
FORM CE-801 (1-1-2013)
Day 7 SUN MON TUE WED THU FRI SAT

## 1. Food and Drinks Away from Home



If there are not enough lines in this part, please continue recording your expenses on pages 36-37.TR



If there are not enough lines in this part, please continue recording your expenses on pages 38-41. FORM CE-801 (1-1-2013)


If there are not enough lines in this part, please continue recording your expenses on pages 41-42.


If there are not enough lines in this part, please continue recording your expenses on pages 43-44.

## Additional Pages

## 1. Food and Drinks Away from Home




## Additional Pages

1. Food and Drinks Away from Home



## Additional Pages

## 2. Food and Drinks for Home Consumption

|  | What did you buy or pay for? (see examples on the flap) | Is this item: Mark (X) one |  |  |  | Total Cost without tax | Mark (X) if purchased for someone not on your list |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
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## Additional Pages

## 2. Food and Drinks for Home Consumption

|  | What did you buy or pay for? (see examples on the flap) | Is this item: Mark (X) one |  |  |  | Total Cost without tax | Mark (X) if purchased for someone not on your list |
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|  |  | fresh | frozen | bottled/ canned | other |  |  |
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| 254 |  |  |  |  |  |  |  |

## Additional Pages

2. Food and Drinks for Home Consumption

|  | What did you buy or pay for? (see examples on the flap) | Is this item: Mark (X) one |  |  |  | Total Cost without tax | Mark (X) if purchased for someone not on your list |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | fresh | frozen | bottled/ canned | other |  |  |
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## Additional Pages

## 2. Food and Drinks for Home Consumption

|  | What did you buy or pay for? (see examples on the flap) | Is this item: Mark (X) one |  |  |  | Total Cost without tax | Mark (X) if purchased for someone not on your list |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | fresh | frozen | bottled/ canned | other |  |  |
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## 3. Clothing, Shoes, Jewelry, and Accessories



## Additional Pages

\section*{3. Clothing, Shoes, Jewelry, and Accessories <br> 

## Additional Pages

| 401 | What did you buy or pay for? (see examples on the flap) | Total Cost without tax | Mark (X) if purchased for someone not on your list |
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|  | FORM CE-801 (1-1-2013) |  | 43 |

## Additional Pages

\section*{4. All Other Products, Services, and Expenses <br> |  | What did you buy or pay for? (see examples on the flap) | Total Cost without tax | Mark (X) if purchased for someone not on your list |
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## Frequently Asked Questions

(continued on other side)

## 1. How detailed should my descriptions be?

Refer to pages 4-7 for examples of the level of detail needed in each part. Do not use brand names.

## 2. How should I record multiple quantities?

If the items are identical, you can combine them on the same line and enter the total cost of all the items. See examples on pages 5 and 6.

## 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 individual expense on the day that you use your credit card to pay for something, not on the day you pay your entire 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 (Part 4).
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 (Part 4).

## 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 actually 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 items if I don't know whether it includes tax?
Write down the amount paid.
(continued on other side)

## Frequently Asked Questions

## (continued on other side)

## 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 (Part 4).

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

If you buy a gift certificate to give to someone, write down the cost of it under the appropriate section (e.g. a certificate to a clothing store would go under Clothing, Shoes, Jewelry, and Accessories (Part 3) and a certificate to a department store would go under All Other Products, Services, and Expenses (Part 4)). If you buy something using a gift card, write down the full amount for your purchase ignoring the gift card.

## 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, change the entry. If the new cost is different, cross out the old cost and write in the new cost (see examples on page 7).

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

Yes, but if someone not on your list pays for or helps pay for an expense or if you will be reimbursed for an expense, only record any extra amount that you or someone on your list has to pay.

## 14. 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.

## 15. 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.

## (continued on other side)

## Keep your records in this pocket.

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

- Receipts
- Bank Statements
- Credit Card Statements
- Pay Stubs
- Catalog/Internet Order Invoices
- Utility Bills
- Telephone bills

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| Coffee.jpg | Car Dashboard- <br> \& CD.jpg | Gifts.jpg | Money.jpg | Haircut.jpg |

## 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, donations?

For more specific examples of expenses, please refer to the flap attached to the front cover.



[^0]:    FORM CE-801 (1-1-2013)

