

**2011-2012 EXPENSE REPORT**  
**Georgia Association of Student Financial Aid Administrators**

**Pay to:** Name, College/Company: \_\_\_\_\_

Address (to mail check): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Purpose of Trip/Expense(s): \_\_\_\_\_

DATE(S)	LOCATION(S) VISITED	MEAL(S)	LODGING	TOTAL	CHECK IF PAID W/GASFAA CREDIT CARD
	<b>TOTALS</b>	\$	\$	\$	

**MILEAGE RECORD**

\_\_\_\_\_ miles @ 40 cents per mile \$

**MISCELLANEOUS EXPENSE(S)**

Explain: \_\_\_\_\_  
 \_\_\_\_\_

Check here if paid with GASFAA Credit Card

<b>Purpose of Trip/Expenses:</b>	Total Misc. Expense(s):	\$
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**TOTAL EXPENSE(S): \$ \_\_\_\_\_**

\_\_\_\_\_  
 Member's Signature (*required*) and Date

**Budget Line:** \_\_\_\_\_

\_\_\_\_\_  
 Secondary Approval if Committee Chair (*required*)  
**GASFAA FEI# 58-1550504**

**Submit completed form/receipts to:**

Amy Moser, GASFAA Treasurer  
 c/o Nelnet Partner Solutions  
 P.O. Box 703  
 Armuchee, GA 30105  
 Ph. 706.290.1645 – [amy.moser@nelnet.net](mailto:amy.moser@nelnet.net)

*See page 2 for clarification and instructions.*

<b>*TREASURER USE ONLY*</b>	
Budget	_____
Check #	_____
Date	_____

## **PAYMENT AND/OR REIMBURSEMENT POLICIES FOR GASFAA EXPENSES**

Payments and/or reimbursements shall include, but not be limited to, GASFAA Officers, Committee Chairpersons and Committee Members, and other representatives as appointed by the President. The Committee Chairperson should approve expense claims for committee members prior to submission to the Treasurer. **Receipts are to be included.**

*Travel Reimbursement shall not include the travel to the annual conferences or for board meeting(s) in conjunction with a conference.*

1. **Travel approval:** Travel will not be undertaken with the expectation of reimbursement by GASFAA. The Chairperson of the Committee will issue approval for travel reimbursement for members of standing committees.
2. **Travel payment:** Unless the President authorizes an advance, travel will be on a reimbursement basis. The Treasurer will pay legitimate claims on the approved budget items. An appropriate travel claim report will be utilized that shows the complete itinerary of the traveler and the purpose of the trip. Claims not submitted within thirty (30) days may be disallowed.
3. **Travel Reimbursement:**
  - A. Private auto travel will be reimbursed at forty cents (\$.40) per mile over the usual travel route, not to exceed air coach.
  - B. Air travel will be reimbursed for coach travel only. A copy of the plane ticket/receipt must accompany the travel claim.
  - C. The cost of taxis and airport limos will be reimbursed at actual costs, including tip. Receipts should accompany travel claims when possible.
  - D. Lodging. The actual cost of lodging, not to exceed the single room rate at the hotel/motel where lodged, will be paid. Receipts from the hotel/motel must accompany travel claims. GASFAA shall pay for the night of lodging at a GASFAA conference rate at the conference hotel or the conference rate at the scheduled overflow hotel but no more than the conference rate.
  - E. Meals. While on authorized GASFAA travel, *reasonable* expenses will be allowed. Receipts for meals should accompany the travel claim report when possible. Committee Chairs may be reimbursed for meal expenses of the full committee--excluding guests or non-committee members unless these persons take part in committee activities. The Committee Chair shall list all persons participating in the meal on his/her expense report, and expenses for this meal may not otherwise be claimed for reimbursement.
  - F. Rental Car. Must have prior approval from the President.

**MISCELLANEOUS EXPENSES** include, but may not be limited to, the following:

1. Phone calls related to GASFAA business. Reason for the calls must be provided.
2. Tips, other than meals or beverages.
3. Limos, taxis, parking, tolls, etc.
4. Needed supplies and printing.

### **CONFERENCE RELATED EXPENSES AND PRACTICES:**

1. Travel and other expenses of the speakers, presenters not affiliated with GASFAA, and each SASFAA representative invited to speak as recommended by the President in consultation with the Treasurer & Vice President of Programs. Expenses not paid by SASFAA are to be paid by GASFAA from the Program Committee's or specific conference's budget.
2. Standard Practice: Board and Committee members who are lenders/guarantors generally cover their own hotel/travel expenses and do not request reimbursement.

**ONLINE, WEB, and/or CREDIT CARD PURCHASE(S):** Member making the purchase(s) must submit documentation of the purchase by utilizing the Expense Report. Receipts or electronic invoices should be included.

*Expense Reports should be submitted to the Treasurer within 30 days of date expense(s) occurred.*

*This form may also be downloaded from [www.gasfaa.org](http://www.gasfaa.org).*

*If being submitted via e-mail, please obtain all required signatures prior to submission.*