

**Iowa Association of Student Financial Aid Administrators
Expense Voucher**

Make check payable to: _____

Address: _____

Please attach receipts for the expenses greater than \$10 (except for mileage)

Date	Description	Lodging	Food	Travel (mileage/airfare)	Supplies (printing)	Total

Expense Voucher Submitted by:	Date:
Committee:	
Expense Line (see pg. 2):	
Approved by Committee Chair:	Date:

Expense Reimbursement Policy

IASFAA members who incur expenses while officially performing activities on behalf of the Association and who will not be receiving reimbursement from their institutions will be reimbursed for expenses. Reimbursement will be made through the use of an Expense Voucher. The member requesting reimbursement must complete this form as soon as possible after the expense is incurred. Receipts are required for expenses in excess of \$10 with the exception of mileage.

The Expense Voucher must be signed by both the member and the appropriate committee chairperson or President. The committee chairperson/President should review the form to verify that the expense is appropriate and that the committee or project budget is sufficient to cover the claim. The form is forwarded to the Treasurer who will write the check and mail it to the member.

Rate for mileage is established by the Executive Council and shall not exceed the federal limit. Mileage will be reimbursed at the rate of 57.5 cents per mile (Beginning January 1, 2020). Parking costs will be reimbursed with receipt. Actual airfare will be reimbursed for air travel approved by the Executive Council. Ground transportation between the airport and the point of destination will be reimbursed, as well as parking fees at and mileage to and from the airport of origin.

In-state meal costs will be reimbursed at a per diem rate of \$35 plus a reasonable gratuity. Out-of-state meal costs in excess of \$35 will be reimbursed upon approval of the President or Committee Chair. Hotel accommodations will be reimbursed at the actual room rate charged. Members are encouraged to share room costs whenever possible. One personal phone call per day, not to exceed \$5 including any hotel phone access fees, will be reimbursed.

Conference/meeting registration fees will be reimbursed when the member is representing the Association.

Other expenses including printing, supplies, postage, etc. are normally reimbursable when incurred on behalf of the Association. Members are requested to maintain costs at reasonable levels. Receipts are required when outside services are utilized. The Treasurer, at his/her discretion, may require additional documentation in any situation.

Print, sign, and fax or mail completed form to:

**Lori Evans
IASFAA Treasurer
Iowa Central Community College
One Triton Circle
Fort Dodge, IA 50501
(F) 515-574-1037
Evans_lori@iowacentral.edu**

** For Treasurer Use Only **
Check # _____
Amount \$ _____
Date: _____

Account (Committee)

Association Representation
 Association Representation
 Association Representation
 Association Representation
 Association Representation
 Association Representation
 Awards
 Community Outreach
 Community Outreach
 Community Outreach
 Community Outreach
 Community Outreach
 Delegates
 Electronic Services
 Executive Council
 Executive Council
 Executive Council
 Executive Council
 Executive Council
 Exhibitor Relations
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Finance Committee
 Long Range Planning
 Professional Development
 Professional Development
 Professional Development
 Professional Development
 Professional Development
 Professional Development

Expense Line

General
 Association Travel
 Conference Registration
 MASFAA Leadership
 NASFAA Leadership
 Postage/Printing
 General
 General
 Meals
 Postage/Printing
 Sponsorship/Advertising
 Travel
 General
 General
 General
 Food – Retreat
 Lodging - Retreat
 Supplies – Summer
 Travel – Summer
 General
 General
 Bank Card
 GoEmerchant
 Insurance
 Legal & Prof Fees
 Meals
 On-line Quickbooks Expense
 Postage
 Safe Deposit Box
 General
 General
 Drive-In Workshop
 Leadership Symposium
 NASFAA Training
 MASFAA Summer Institute
 Staff Training

Account (Committee)

Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Program Committee
 Site Coordinating
 Committee Special Projects

Expense Line

General
 Charity Efforts
 Conf Decorations
 Conf Entertainment
 Conf Equipment
 Conf Facility Deposit
 Conf Guest Gift
 Conf Meals
 Conf Printing
 Conf Room Charges
 Conf Speaker Fees
 Hospitality Suite
 Lodging – Planning
 Meals – Planning
 Travel – Planning
 General
 General