## **Expense Reimbursement Form**

Signed:

Please complete and submit this form within two weeks of incurring expenses; receipts required for all expenses claimed. Electronic, faxed, or hard copy submissions accepted.

National Academic Advising Associaton 2323 Anderson Ave., Suite 225 Manhattan, KS 66502 Attn: Peggy Goe pgoe@ksu.edu

Fax: 785.532.7732

Amout due NACADA:

Date:

Name:									
Make Check Payable To:					Fc	r Accounti	ng Office Us	e Only	
Mail Check To:				Account	Amount		Memo		Class
Purpose of Expense:									
Meeting Location:									
If not Executive Office Staf	f, please che	ck one:							
Board of Directors Standing Comm. Chair _			r						
Council Member Advisory Board Chair									
Commission Chair	ission Chair Interest Group Chair								
Region Chair Faculty Presenter									
Other (Please Indicate)	•								
Travel/Meeting Date (s)	_/_/_	_/_/_	//			//		Totals	
[04] Airfare, Bus									
[04] Shuttle/Taxi									]
[04] Mileage (miles x 0.51)									
[04] Parking, Tolls									
[05] Lodging									
[07 or 33] Meals Breakfast									
Lunch									
Dinner									
[18] Tips/Gratuities*									
Other*									
Other*									
Other*									
Day Totals									
*Please explain under "Explanatory Re	emarks" (ex: ever	nt staff/box hand	dling gratuiti	es, supplies pu	rchased onsit	e, hospitality, e	etc.)		
Explanatory Remarks:					E	xpenses S	Summary		
					Total Expenses:				
					Less: Cash Advance: (EO Staff Only)				
						Amount due Traveler:			

# EXPENSE REIMBURSEMENT GUIDELINES INCLUDING NACADA FALL 2012 LEADERSHIP MEETINGS

#### Board of Directors -

Lodging\*: For the Fall Leadership meetings held prior to the conference, NACADA will reimburse up to half the standard conference room rate (including applicable taxes) for the night of Tuesday, October 2 (if flight options do not permit arrival by 3 pm on Wednesday), and for Wednesday night, October 3, for eligible Board members participating in the Wednesday leadership meetings. For those attending the post-conference Board meeting, NACADA will also reimburse up to half the standard room rate for the night of Sunday, October 7.

**Food**: Eligible Board members will be reimbursed for food expenses up to \$25 for Wednesday, October 3 (dinner provided), and Thursday, October 4, with receipts. For those whose flight schedules *require* arrival on Tuesday, October 2, meals will be reimbursed on that day up to \$40, with receipts. For the post-conference Board meeting on Sunday, October 7, breakfast is provided with your conference registration, lunch will be provided, and dinner will be reimbursed up to \$25, unless provided.

#### Council —

Lodging\*: For the Fall Leadership meetings held prior to the conference, NACADA will reimburse up to half the standard conference room rate (including applicable taxes) for the nights of Tuesday, October 2, and Wednesday, October 3, for eligible Council member participants.

**NOTE**: Council members opting to attend the post-conference Board meeting on Sunday, October 7, will be responsible for all expenses incurred as a result, including hotel and meals.

Food: Eligible Council meeting participants will be reimbursed for meals up to \$40 for Tuesday, October 2, and up to \$25 for Wednesday, October 3 (dinner provided), with receipts. For those members participating in the meeting on Thursday, October 4, up to \$25 will be reimbursed for breakfast and lunch.

### Region, Commission, Standing Committee, and Advisory Board Chairs —

Lodging\*: NACADA will reimburse up to half the standard conference room rate (including applicable taxes) for the night of Wednesday, October 3, for eligible Region, Commission, Standing Committee, and Advisory Board Chairs participating in the Fall Leadership meetings. For those whose only flight options require arrival on Tuesday, October 2, for the Wednesday afternoon Division meetings, reimbursement will be paid for that night up to half the standard room rate.

**Food**: Eligible leadership meeting participants will be reimbursed for food expenses up to \$25 for Wednesday, October 3 (dinner provided), with receipts. For those whose flight schedules *require* arrival on Tuesday, October 2, meals will be reimbursed on that day up to \$40, with receipts.

#### Interest Group Chairs and Commission Chairs—

Interest Group Chairs and Potential Interest Group Chairs participating in the Commission and Interest Group Fair on Friday morning, October 5, 7:30-8:30 a.m., are eligible for reimbursement for **up to \$50**, with receipts, for allowable table expenses. These expenses could be related to table decorations, display boards, copying materials, or other allowable expenses directly related to the Fair. Please be sure receipts are submitted for all expenses claimed.

Eligibility: Current and incoming leaders for the above positions are eligible for reimbursement.

Receipts: Please remember, receipts are required for all expenses claimed.

\*Lodging: If sharing a hotel room with another leadership member, the entire standard conference room rate and taxes are reimbursable for applicable meeting nights as noted above. If sharing with a non-leadership member or choosing a single room, only 1/2 of the conference room rate is reimbursable.

For questions, please contact Peggy Goe at pgoe@ksu.edu or 785.532.3398