

CASFAA 2002 REQUEST REIMBURSEMENT OR REPAYMENT

(Please submit within 30 days of expense or December 24 of expense year, whichever is earlier)

Payee: _____ Project: _____

Address: _____
Street City ST Zip

Telephone number of CASFAA member submitting form: _____ e-mail address: _____

Travel Expenses: (Please see reverse side for CASFAA Reimbursement Policy and Payment Guidelines)

Purpose of Travel: _____

Destination: _____

Departure Date: _____ Return Date: _____

Airfare (attach **ORIGINAL** ticket receipt) \$ _____

Personal Auto _____ miles @ \$.365 a mile \$ _____

Parking/Tolls (attach **ORIGINAL** receipt) \$ _____

Other Transportation (attach **ORIGINAL** receipts and itemize) \$ _____

Lodging (attach **ORIGINAL** receipts) \$ _____

Meals \$ _____

TOTAL TRAVEL EXPENSES: \$ _____

Materials/ /Postage/Supplies Reimbursements: (Please see reverse side)

Printing Expense (attach **ORIGINAL** invoices/receipts and explain) \$ _____

Postage/Shipping (attach **ORIGINAL** invoices/receipts and explain) \$ _____

Other Expenses (attach **ORIGINAL** invoices/receipts and explain) \$ _____

TOTAL OTHER EXPENSES: \$ _____

TOTAL EXPENSES FOR WHICH REIMBURSEMENT IS REQUESTED: \$ _____

Claimant Signature _____ Date _____
(By my signature, I certify that I have/will not be(en) reimbursed by any other agency for any portion of the requested reimbursement)

Committee/Project Chair Signature _____ Date _____

Committee/Project Chair send approved/signed form to: Ann Whitmer
Financial Aid Office
University of California, Irvine
102 Administration Building
Irvine, CA 92697-2825

Return Completed Form and ORIGINAL Receipts to the Committee/Project Chair for Signature and Approval
Prior to submission please make a copy of this form & documentation for your records. Please do not submit via fax.

CASFAA REIMBURSEMENT POLICY AND PAYMENT GUIDELINES

GENERAL: All committee/project and members are urged to conserve the Association's funds by keeping expenses to the minimal amount required to satisfactorily conduct Association business and by covering any expenses from other sources when possible. Reimbursement Requests from Committee/Project members **MUST** be signed by the Committee/Project Chair before payment can be made. Reimbursement Requests from Executive Council members must be signed by the President before payment can be made.

TRAVEL EXPENSES: CASFAA members may receive reimbursement for attendance at a meeting of a Committee/Project of which they are a member or for attendance at other approved activities (i.e., CSAC meetings, hearings, etc.) if not reimbursed by the member's institution or another organization and if the Committee/Project's approved budget provides for such expenses. Attendance of Committee/Project Chair or member who wished to attend an Executive Council Meeting at the expense of CASFAA must have prior approval of the President.

AIRFARE: When traveling by air, members shall travel coach fare. Members are encouraged to make air reservations as early as possible so as to take advantage of lower fares and any available discounts (at minimum of 14 days prior to date of travel). Travel agents should be consulted about special fares. Original air ticket receipts, or itinerary forms for electronic tickets, must be submitted.

MILEAGE/PARKING/TOLLS: Private care mileage will be reimbursed at the IRS standard rate of .36 1/2 cents a mile, not to exceed cost of coach airfare. Parking and tolls will be reimbursed providing they are reasonable. Original receipts must be submitted.

OTHER TRANSPORTATION: Ground transportation to and from airport/lodging facilities and meeting sites will be reimbursed provided they are reasonable. No rental car expenses shall be reimbursed without prior approval of the President. Original receipts must be submitted.

MEALS: Breakfast, lunch and dinner are reimbursed only if the essential CASFAA activity exceeds 24 hours. Guideline permits reimbursement on a per diem basis up to \$40.00 (\$8 breakfast; \$12 lunch; \$20 dinner). The per diem allowance begins at the time when it is reasonable for the member to leave to attend the essential CASFAA activity and ends when it is reasonable for the member to have returned home. Reimbursement requests should be for actual costs to a maximum of \$40.00 for each 24-hour period. If either breakfast, lunch or dinner is provided, a pro-rated amount (as determined by the Executive Council) will be reimbursed. While copies of receipts are not needed for the per diem reimbursement, Committee/Project members should keep receipts for their own records. If the activity will not exceed 24 hours, but the geographic location of the member makes it impractical to travel within one day, with the prior approval of the President, CASFAA will pay the per diem rate as outlined above.

LODGING: Lodging expenses will be paid by the Association if the required CASFAA activity will exceed 24 hours. If the activity will not exceed 24 hours, but the geographic location of the member makes it impractical to travel within one day, with the prior approval of the President, CASFAA will cover the cost of lodging. CASFAA encourages members to share rooms.

POSTAGE, PRINTING AND TELEPHONE: Only charges for authorized CASFAA activity will be reimbursed. Original receipts, bills or an itemized statement of charges must be submitted.

OTHER: Only charges for authorized CASFAA business will be reimbursed. Receipts are required for other expenses in excess of \$3.00.

Reimbursements/Payment Requests must be made within 30 days of the expense, or December 24 of the expense year, whichever is earlier. Requests for payments to third parties must be approved by the proper Committee/Project Chair or Executive Council member. Original bills or invoices must be submitted.