



## 2025-2026 Expense & Reimbursement Request Form

Name/Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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

Departure time(s) (Overnight travel only): \_\_\_\_\_

Mileage		
_____ miles @ 58.5 cents per mile (round trip)	\$	
<b>Miscellaneous Expense(s):</b> Item(s):	<b>GASFAA CC Used (X)</b>	<b>Total:</b>
		\$
		\$
		\$
		\$
		\$

Date:	Location(s) Visited:	Meal(s): See per diem link on pg 2	Lodging:	GASFAA CC Used (X)	Total:
					\$
					\$
					\$

Budget Line(s) Charged:	Total: \$
	\$
	\$

*I certify that the above is a true statement of expenses incurred by my on official and authorized business on behalf of GASFAA.*

<b>Member Signature and Date</b>	<b>Approver Signature and Date</b>
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### Treasurer Use Only:

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

Payment Date: \_\_\_\_\_

### Submit completed form & Receipt(s) to:

1st send to Approver for Signature

Send Final Form with Signatures to:

Casey Worley

cworley@chattahoocheetech.edu

*See pg. 2 for clarification and instructions.*



## Expense and/or Travel Reimbursement Policies

Payments and/or reimbursement 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 GASFAA annual conference or the board meeting(s) in conjunction with a conference without special approval.*

1. **Travel Approval:** Travel will not be undertaken with the expectation of reimbursement by GASFAA. The Chairperson of the Committee will issues approval for travel reimbursement for members of standing committee.
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 with proper approval. Claims not submitted within **thirty (30) days** may be disallowed. The Chairperson prior to submission to the Treasurer must approve travel claims for committee members.
3. **Travel Reimbursement:**
  - a. Private auto travel: will be reimbursed at the GASFAA Board approved rate (.585 per mile) of reimbursement per mile over the usual travel route, not to exceed the non-stop air coach (main cabin) rate as the non-stop air coach was published 30 days prior to the travel date.
  - 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, airport shuttles, and third party entities will be reimbursed at actual costs including tip(s). 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, members will be reimbursed at the federal per diem rate, less any provided meals. *Provided* meals also includes meals where the Executive Board and/or Committee Chair affords. Federal Per Diem Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
  - f. Rental Car: Must have prior approval from the President.
4. **Miscellaneous Expenses** include, but not limited to the following:
  - a. Phone calls related to GASFAA business
  - b. Limos, taxis, parking, tolls, etc
  - c. Needed supplies and printing
5. **Conference Related Expenses and Practices:**
  - a. 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 & Program Chair. Expenses not paid by SASFAA are to be paid by GASFAA from the Program Committee's or specific chair's or event's budgets.
  - b. Standard Practice: Board and Committee members who are not affiliated with a school generally cover their own hotel/travel expenses and do not request reimbursement.
6. **Online, Web, and/or Credit Card Purchase(s):**
  - a. Member making purchase(s) must submit documentation. Expense report, receipts, or electronic invoice should be included.

*This is an abbreviated version of the Expense & Travel policy. For the full version please visit:*

*[https://www.gasfaa.org/docs/about/governing\\_docs/GASFAA\\_PP.pdf](https://www.gasfaa.org/docs/about/governing_docs/GASFAA_PP.pdf)*