



The Georgia Association of Collegiate Registrars and Admissions Officers

Expense Report & Request for Reimbursement

Name			Request (Please select one category per request)	<input type="checkbox"/> Pre-pay for Expenses			
E-mail				<input type="checkbox"/> Reimbursement for Expenses			
Purpose				<input type="checkbox"/> Direct Pay to Vendor			
Trip or Activity	Dates	Times	Purpose of Trip or Activity				
Expenses	Dates	Details – Attach Receipts		Amount			
Transportation		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$	
		<input type="checkbox"/> Air	<input type="checkbox"/> Taxi	<input type="checkbox"/> Rental car	<input type="checkbox"/> Other	\$	
Personal car		Mileage @ \$0.54 per mile		\$			
Lodging		Location		\$			
		Location		\$			
Meals		(Not to federal per diem rate)		\$			
		(Not to federal per diem rate)		\$			
		(Not to federal per diem rate)		\$			
		(Not to federal per diem rate)		\$			
Conference fees		Purpose		\$			
		Purpose		\$			
Other For Other Items, please describe each item and include receipts for all items							
		Purpose		\$			
		Purpose		\$			
		Purpose		\$			
		Purpose		\$			
		Purpose		\$			
Total Requested for Payment				\$			
Make Check Payable to:							
Mailing Address:							
City, State, Zip:			Phone:				
Signature of Requestor:			Date				
<p>Please attach receipts for all listed expenses, sign the form and send to the GACRAO Treasurer: Tammy Gibson, 1 College Street, Young Harris, GA 30582 Office (706)379-5125; Email:tgibson@yhc.edu</p> <p>PLEASE NOTE: Expenses will not be reimbursed without proper documentation and appropriate receipts attached to this request</p>							
For Treasurer use only: Received Date:		Paid Date:		Check #:			
Expense Category:	Executive Committee	Program Committee	GISEM	Mid-Year Workshop	Annual Conference		
	Entertainment	Hospitality	Vendor	Local Arrangements Committee	Planning Meeting	Door Prizes	Awards
	Other: _____						