National Association of Student Financial Aid Administrators - Travel Expense Claim Form

To: NASFAA, 1801 Pennsylvania Avenue NW, Suite 850, Washington, DC 20006-3606
Directions: Please send this form with receipts for all expenses in excess of $3 to NASFAA
Attention: Finance Department (nasfaapayables@bill.com), or fax it to (202) 318-4309 in one pdf document.
From: ____________________________ Deadline: ____________________________
Address: ____________________________

Is this a NEW Address? ☐ YES
Daily Per Diem Meal Rate: ________ (per GSA: www.gsa.gov/perdiem)
The following expenses were incurred in attending the following meeting:
Meeting: ____________________________
Place: ____________________________
Dates: ____________________________

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<thead>
<tr>
<th>Date</th>
<th>MEALS</th>
<th>LODGING</th>
<th>TRANSPORTATION</th>
<th>CABS or SHUTTLE</th>
<th>OTHER MISCELLANEOUS EXPENSES</th>
<th>DAILY TOTAL</th>
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<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
<td>Total Meals</td>
<td>Description</td>
<td>Amount</td>
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</tbody>
</table>

Total

By my signature below, I certify that the expenses claimed are true and I have/will not be(e)n reimbursed by any other agency.

Claimant’s Signature ____________________________ Date __________

Total of Claim

Less advance or expenses billed directly to NASFAA

*******FOR OFFICE USE ONLY*********

Date Received: ____________ Authorized for Payment: ____________ Date: ____________
Date Check Sent: ____________ Account# __________________ Travel Expense: ____________
Lodging: ____________
Meals: ____________
Miscellaneous: ____________

Total Requested
The following guidelines were adopted by the Board of Directors to govern volunteer expenses.

**General** - Travel claims should be filed within 3 weeks of the meeting and mailed to: NASFAA, Attn: Finance Dept., 1801 Pennsylvania Avenue NW, Suite 850, Washington, DC 20006-3606. They may also be emailed to your committee’s staff liaison, with a copy to NASFAA’s Finance Dept. (mailto:nasfaapayables@bill.com). Per IRS requirements, each travel expense form submitted must be accompanied by receipts for all reimbursable expenses (including airline tickets, hotel bills, taxi receipts, itemized meal receipts, etc.). If emailing, please remember that we still require a scanned or faxed copy of all your original receipts. FAX: (202) 318-4309.

**Transportation / Airline** - Volunteers make their own flight reservations, and are asked to do so as soon as meeting dates are confirmed to obtain lower airfares. If a meeting is canceled or an emergency occurs, the Association will cover any cancellation, change or other fees incurred as a result. All air travel should be lowest cost, coach-class. Special accommodations (extra leg room, flight changes for convenience) need to be approved in advance by NASFAA staff.

**Airline Baggage Fees** - NASFAA will reimburse baggage fees for one (1) checked bag.

**Automobile** - Reimbursement for the use of a private car will not exceed the amount allowed by the IRS, currently 57.5 cents per mile. Normally, this reimbursement should not exceed the cost of lowest price, coach air fare. In circumstances when use of a car is preferred for personal reasons, reimbursement for mileage will be limited to the above.

**Rental Car** - Use of a rental car must be approved in advance by your staff liaison.

**Taxi or Ferry** - Ground transportation expenses to and from meeting/lodging facilities should not include costs for personal choices (e.g., NASFAA would not reimburse cab fare to lunch at a restaurant when a meal is already provided for the committee). All transportation costs, including parking charges, must be supported by receipts.

**Other Travel** - On rare occasions, NASFAA will schedule a committee meeting to take place at one of the annual regional meetings. If this happens to take place in a committee members’ home region, NASFAA will reimburse meal expenses only, unless the volunteer would not normally attend his/her regional meeting. Questions or requests for exceptions should be directed to your staff liaison.

**Hotel Accommodations** - NASFAA staff will make hotel arrangements for volunteers. Reservations will generally be made for the nights preceding each day of the meeting. Unless a shared room is preferred, all rooms will be single rooms.

If additional nights are required, or if individual plans change, volunteers are required to contact their staff liaison as soon as possible to avoid paying for unused rooms. Committee members who fail to advise the designated staff person of a change in schedule will be billed for any hotel expense incurred. If an individual chooses to make his or her own reservation and stay at another location, he or she may do so; however, reimbursement will be limited to the rate NASFAA has negotiated at the primary hotel.

**Meals** - NASFAA’s adheres to the Domestic Per Diem Rates (https://www.gsa.gov/travel/plan-book/per-diem-rates) as specified by the U.S. General Services Administration (GSA). If meals are provided at a NASFAA meeting, other eating arrangements will be a personal expense. For most meetings, breakfast and lunch are typically provided, with dinner on your own and reimbursable per GSA standards (note that GSA prorates the per diem by meal). Volunteers who pay for a group meal will be reimbursed at the appropriate per diem rate for the number of attendees. For restaurant meals, please submit both the itemized receipt (reflecting number of guests and itemized food/drink) and credit card payment slips, per IRS rules.

**Alcoholic Beverages** - Costs for alcoholic beverages are a personal expense, and not reimbursable by the Association.

**Tips** - We allow reasonable ($1-2) tips to porters, baggage carriers, bellhops, etc. Tips for hotel maids may not exceed $3/day.

**Telephone/Internet** - Only phone calls for NASFAA business and one brief call home daily may be claimed. To avoid surcharges, please do not make calls from hotel rooms unless using a calling card. Free wireless internet is available in NASFAA’s office, where most committee meetings are held; therefore, NASFAA will not reimburse internet access fees to committee members.

**Miscellaneous Expenses** - Any miscellaneous expenses above $3 must be supported by receipts and itemized on the expense form.

*Updated January 2020*