



2019-20 EXPENSE REPORT

Requested by: _____

Date: _____

Vendor Invoice #: _____

Event Date(s): _____

Event/Activity: _____

Contact Phone #: _____

Payee: _____

Email: _____

Payee's Complete Address: _____

Chair Approval: _____

Treasurer's Approval: _____

COMMITTEES/EVENT (Type an "X" in box(s) that apply)

- | | |
|---|--|
| <input type="checkbox"/> Administration (ADM) | <input type="checkbox"/> Government Relations (GRAC) |
| <input type="checkbox"/> Admissions Practice (AP) | <input type="checkbox"/> California <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Annual Conference (CONF): <input type="checkbox"/> Scholarship | <input type="checkbox"/> Inter-Association (IA): |
| <input type="checkbox"/> College Fairs (CF) - Location: _____ | <input type="checkbox"/> Membership (MEM) |
| <input type="checkbox"/> Communications (COMM) | <input type="checkbox"/> Nevada Issues (NI) |
| <input type="checkbox"/> Development (DEV) | <input type="checkbox"/> Professional Development (PD) |
| <input type="checkbox"/> Diversity, Equity, & Access (DEA) | <input type="checkbox"/> Leadership Development Institute (LDI) |
| <input type="checkbox"/> Grant (DEA) <input type="checkbox"/> Conference (IDEA) | <input type="checkbox"/> District Directions (DD) <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Executive Board (EXB): <input type="checkbox"/> Retreat <input type="checkbox"/> NACAC <input type="checkbox"/> #3 <input type="checkbox"/> #4 | <input type="checkbox"/> Share, Learn, & Connect (SLC) |
| <input type="checkbox"/> LDI <input type="checkbox"/> CONF | Location: _____ |
| | <input type="checkbox"/> Transfer Advocacy |

Itemized Expenses – Receipts required

(Provide explanation of all Other/Miscellaneous expenses below in comment section)

DAY	1	2	3	4	5	6	CATEGORY TOTAL
DATE							
6352 -Airplane							
6353 -Shuttle, Train, Taxi, Bus							
6356 – Lodging (WACAC Fiscal Policy limits reimbursable to double occupancy)							
6357 – Meals (WACAC Fiscal Policy limits reimbursable meals up to \$60 per day)							
6358 – Incidentals/Tolls/Parking							
6359 -Mileage							
6359 – Miles x IRS Rate (\$.58)							
6210 – Scholarship (CONFERENCE REIMBURSEMENT)							
6315 – Registration (CONFERENCE REIMBURSEMENT)							
6360 – Other/Miscellaneous							
TOTALS							

COMMENTS:

Board Members/Committee Members: Email completed forms with scanned invoices and receipts to the Committee/Event Chair for approval with a copy to wacadmin@wacac.org.

Committee Chair: Email completed forms with your signature plus receipts to wacadmin@wacac.org.