



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: Melody Kesler, UGA Office of the Registrar, 102 Holmes/Hunter Academic Building, Athens, GA 30602 Office (706)542-8762; Mobile (706)248-2203; Fax (706)583-8162</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:	_____					