



Pacific Financial Aid Association

Ka lawelawe `ana i ka nele o nā haumāna "We Serve Students and Their Needs"

Claim for Reimbursement of Expenses

- 1) Attach all receipts over \$3.00.
- 2) All reimbursements must be signed by Committee Chair or PacFAA President.
- 3) Prepare a separate claim for each expense category (i.e. FAN, Conference, etc)
- 4) Claims for reimbursement must be turned in within 30 days of the date the expense occurred. PacFAA reserves the right to deny a late claim.

Mail Reimbursements to: PacFAA Treasurer
 P. O. Box 235002
 Honolulu, HI. 96823

Name: _____

Mailing Address: _____

Activity: _____

Activity Location: _____

Activity Date(s): _____

Expenses

Airfare: _____

Mileage (2017 rate = .535/mile) Miles Traveled: _____

Parking: _____

Other Transportation: _____

Lodging Costs: _____

Total Meals: Breakfast: _____

Lunch: _____

Dinner: _____

Other: _____

Other: _____

Total Expense:

Signature: _____ Date: _____

Committee Chair Signature: _____ Date: _____

Treasurer Use:

Date: _____ Check #: _____ Amount: _____

Budget Category: _____ Treasurer's Initials: _____