



This form should be used to request payment from IASFAA to a third-party vendor. This form should be received by the current IASFAA Treasurer within 30 days of receiving the third-party billing statement. In order to ensure timely payment to the vendor, be sure to include all relevant documents when submitting.

Please charge to the following Committee:

Date(s) of Activity:

Begin:

End:

Purpose/Place of expense:

Expense Breakdown (please attach invoices and/or other documentation)

Expense Description	Vender Name	Amount of Expense	Comments, if any
Total of Check Request			

Make Check Payable to:

Name
Street Address
City, State, Zip

Expense form submitted by:

Date:

Committee:

Expense line:

Approved by Committee Chair:

Date:

Return completed form to IASFAA Treasurer:

Vanessa Wiest
Office of Student Financial Aid
University of Iowa
2400 University Capitol Centre
Iowa City, IA 52242
Email: vanessa-wiest@uiowa.edu

Account (Committee)	Expense Line(s)	Account (Committee)	Expense Line(s)
Association Communications	General	FINANCE	On-line Quickbooks Expense
ASSOC REP	General	FINANCE	Postage
ASSOC REP	Association Travel	FINANCE	Safe Deposit Box
ASSOC REP	Conference Registration	Membership Committee	General
ASSOC REP	MASFAA Leadership	PROF DEV	General
ASSOC REP	MASFAA Membership	PROF DEV	Drive-In Workshop
ASSOC REP	Misc Expenses	PROF DEV	LEADERSHIP SYMPOSIUM
ASSOC REP	NASFAA Leadership	PROF DEV	MASFAA Summer Institutite
AWARDS	General	PROF DEV	NASFAA training
AWARDS	IASFAA Conf Scholarships	PROF DEV	Support Staff Training
AWARDS	John Moore Award	PROGRM COMM	General
AWARDS	MASFAA Conf/Training Scholarships	PROGRM COMM	Charity Efforts
CMMNTY OTRCH	General	PROGRM COMM	Conference Birthday Bash
CMMNTY OTRCH	Meals	PROGRM COMM	Conference Decorations
CMMNTY OTRCH	Sponsorship/Advertising	PROGRM COMM	Conference Entertainment
CMMNTY OTRCH	travel	PROGRM COMM	Conference Equipment
DELEGATES	General	PROGRM COMM	Conference Facility Deposit
Diversity Task Force	General	PROGRM COMM	Conference Guest Gift
ELECTRONIC SRVS	General	PROGRM COMM	Conference Meals
EXEC CNCL	General	PROGRM COMM	Conference Printing
EXEC CNCL	Food/Meals	PROGRM COMM	Conference Room Charges
EXEC CNCL	Food - Retreat	PROGRM COMM	Conference service charges
EXEC CNCL	Lodging - Retreat	PROGRM COMM	Conference Speaker Fees
EXEC CNCL	Supplies - Retreat	PROGRM COMM	Conference supplies
EXEC CNCL	Travel - Retreat	PROGRM COMM	Hospitality Suite
Exhibitor Relations	General	PROGRM COMM	Lodging - Planning
FINANCE	General	PROGRM COMM	Meals- Planning
FINANCE	Bank Card	PROGRM COMM	Travel - Planning
FINANCE	Insurance	SITE COORD COMM	General
FINANCE	Legal & Professional Fees	Strategic Planning	General
FINANCE	Meals	Strategic Planning	Prof Dev Strategic Initiative