



**Western Association for College  
Admission Counseling**

*Standard Check Requisition*

\*\*\* **Committee Chair Approval:** \_\_\_\_\_  
(Please approve and forward all forms to the Treasurer)

\*\*\* **Treasurer's Approval:** \_\_\_\_\_

Requested by: \_\_\_\_\_

Date: \_\_\_\_\_

**See attached invoice**

Date(s) of Event: \_\_\_\_\_

Payee: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Committees/Events**

- Administration (ADM)
- Admissions Practice (AP)
- College Fairs (CF)  
**Location:** \_\_\_\_\_
- Conference (CONF)
- Diversity, Equity, & Access (DEA)
  - IDEA Conference (IDEA)
  - DEA Grant Program
- Executive Board (EXB)
- Nominations & Credential (NC)
- Government Relations (GRAC)
- Inter-Association (IA)
- Membership (MEM)
- Professional Development (PD)
  - Counselor Summer Institute (CSI)
  - Share-Learn & Connect (SLC)**Location:** \_\_\_\_\_
- Publications/Public Relations (PUB)
- Technology/Research (TECH)

**Account Codes**

**EXPENSES**

- 6002 · Wages
- 6010 · Payroll Taxes
- 6015 · Workers Comp
- 6020 · Bank Fees
- 6030 · Credit Card Fees
- 6050 · Professional Services
- 6210 · Scholarships
- 6220 · Awards & gifts
- 6310 · Advertising & Printing
- 6312 · Liability Insurance
- 6315 · Dues, registration & subscriptions
- 6320 · Postage
- 6327 · Accounting
- 6335 · Rentals (Facilities, Buses & Equipment)
- 6336 · Food & Refreshments
- 6340 · Supplies

**TRAVEL EXPENSES**

- 6352 · Airfare
- 6353 · Car rental, taxi, train and bus
- 6356 · Lodging
- 6357 · Meals/Tips
- 6358 · Incidentals, tolls, parking
- 6359 · Mileage
- 6570 · Website Maintenance
- 6580 · Penalties

**Expenses to be reimbursed: (Indicate Account Code(s) with dollar amount(s). Total should equal Amount Requested above. In addition, when claiming TRAVEL EXPENSES, Travel Expense Form on Page 2 must accompany this form. Supporting receipts must be attached, taped to 8.5 X 11 Paper.)**

<b>Account Code</b>	<b>Amount</b>	<b>Account Code</b>	<b>Amount</b>	<b>Total</b>
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	
_____	\$ _____	_____	\$ _____	\$ _____

**COMMENTS:**

**Committee Chair:** Send Completed Form(s) to Dewey Wilmot (Treasurer) at 347 W Rincon Ave Unit B, Campbell, CA 95008  
Questions? Contact Dewey Wilmot at (650) 544-6164 or dewey@admissionsedge.us



# TRAVEL EXPENSE REPORT<sup>5</sup>

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Payee: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates of Travel: \_\_\_\_\_ From/To: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_

## Itemized Expenses - Receipts Required<sup>1</sup>

Day	1	2	3	4	5	6	Category Total
Date							Date
Airplane							\$
Train/Taxi/Shuttle/Car Rental							\$
Lodging							\$
Meals – Breakfast + Tip <sup>2</sup>							\$
Meals – Lunch + Tip <sup>2</sup>							\$
Meals – Dinner + Tip <sup>2</sup>							\$
Incidentals/Tolls/Parking							\$
Number of Miles							
Miles x Mileage Rate (\$0.55)							\$
Other/Miscellaneous <sup>3</sup>							\$
Daily Totals							\$

<sup>1</sup>Please submit receipts for all expenses taped to 8 ½ x 11 sized paper.

<sup>2</sup>WACAC Fiscal Policy limits reimbursable meals to \$60 per day.

<sup>3</sup>Provide Explanation of All Other/Miscellaneous Expenses Below:

<sup>4</sup>Please submit this form and the Standard Check Requisition form to your Committee Chair for approval.

<sup>5</sup>**Form must be submitted within 45 days of date of the event.**

COMMENTS:

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Committee Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

(Please approve and forward all forms to the Treasurer)

BOARD MEMBERS<sup>4</sup>: Send Completed Form(s) to the Committee Chair.  
 Questions? Contact Dewey Wilnot at (650) 544-6164 or dewey@admissionsedge.us  
 Incomplete form MAY result in delayed reimbursements/payments