

## **Financial Information**

### **Budget**

Budget preparation begins in April/May prior to your year as Conference Chair. Review the previous year(s) budget and expenses. [Annual expenses for 2003-04, 2004-05 & 2005-06 are at the end of this section.] Have available tentative costs from the hotel (meals, AV services, etc.).

Items to include in your budget: Your travel/expenses to attend Board meetings, Conference Committee Meeting travel/expenses, Printing, Speaker Fees, Entertainment, Conference "Giveaway", Computer Lab Equipment Rental, Exhibit Drayage, Charity Donation, Hotel Expenses (Food, Comp Rooms, In-house AV), Conference Shirts and Miscellaneous Office Expenses. Be sure if you are scheduling an Off-Site Event, that you include a Transportation Expense.

### **Monitoring Expenses**

In your first Conference Committee meeting, review your expectation and process for submission of expenses. Keep track of expenses on a regular basis in order to monitor your ongoing status of actual versus budget. You should have all expenses submitted by committee members sent to you for approval prior to their going to the Treasurer for payment.

There are two SASFAA expense forms: one for Travel Expenses and one for Miscellaneous Expenses. Keep plenty of these handy at all committee & board meetings, as well as on-site during the conference. Travel and expenses related to attendance at a meeting, including room, meals, transportation, parking, etc. should be completed on the Travel Expense Form. Make sure you understand the policy regarding mileage reimbursement versus flight costs as well as partial day meal allowances. The Travel Expense form may be done paper or the interactive excel spreadsheet available online. Miscellaneous Expenses are for all purchases or payments made in putting on the conference (printing, supplies, honorariums, hotel expenses, etc.).

### **Credit Card**

You will be issued a SASFAA credit card in your name. This card is to be used for authorized SASFAA business only. A monthly statement will be mailed to you. You will need to complete a

monthly Credit Card Expense Form and submit it to the Treasurer for payment.

### **Conference Call Account**

A Conference Committee conferencing account has been established. You will receive the card giving you your owner # as well as the dial-in # for members to call in and the conference code access.

[See Electronics/Utilities for the information regarding the Conference Call Account and Access Information.]

The Treasurer will send a statement of your charges, which will need to be verified. Complete a Miscellaneous Expense Form for payment.

### **Contracts**

Any contract (e.g. keynote speaker, entertainment, etc.) needing an authorized signature must be signed by the President. A copy of the contracts should be maintained by the Conference Chair in order to submit a Miscellaneous Expense Voucher for payment as well as having possible specific AV or setup needs.

# STANDARD AGREEMENT

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Email: Enuffsed1@aol.com      www.hometown.aol.com/enuffsed1      Cell Phone: 202-251-3947

**Sponsor:** Southern Association of Student Financial Aid Administrators  
**Location:** Atlanta, Georgia  
**Invitation Made By:** Mike O'Grady  
**Speaker:** Elliott Lewis  
**Date of Performance:** Sunday, February 13, 2005  
**Time of Performance:** TBA  
**Nature of Performance:** Lecture  
**Length of Performance:** Up to 90 minutes including audience Q&A  
**Place of Performance:** TBA  
**Speaking Fee:** \$1,000 (Discounted from \$2,500) plus air travel and hotel stay  
**Check payable to:** J. Elliott Lewis  
**Mailing Address:** P.O. Box 2247, Rockville, MD 20847  
**Tax Identification Number:** 292-64-9722

Speaker will arrange own air and ground transportation and will submit receipts to sponsor for reimbursement. Sponsor will arrange and pay for two nights lodging for the Speaker for the evening of Saturday, February 12, and Sunday, February 13, 2005.

Sponsor agrees to secure a venue conducive to delivering an educational program. Speaker will not perform in a cafeteria, food court, open lounge, or similar setting.

Sponsor agrees to provide:

1. Overhead projector and screen, to be used for displaying transparencies.
2. Microphone and audio system, if necessary – preferably a wireless lavalier microphone.
3. Table at the front of the room for props, notes, and other material.

The sponsor shall assume full and complete responsibility for the installation and actual testing of all audio-visual equipment listed above and shall complete such installation and testing prior to the speaker's arrival at the place of performance. Access to the place of performance shall be granted to the speaker at least 15 minutes prior to the scheduled start of the performance.

No video or audio taping of the performance shall be allowed without prior approval of the speaker.

Performance shall only be canceled due to an "Act of God." Cancellation for any other reason shall require the mutual consent of the Speaker and the Sponsor.

The party signing this contract on behalf of the Sponsor warrants that he/she is a bona fide representative of the Sponsor and is duly authorized to enter into this agreement.

Signed,

Signed,

\_\_\_\_\_  
J. Elliott Lewis ("Speaker")

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date

Print Sponsor Signatory's Name/Title: \_\_\_\_\_

## **2005-2006 SASFAA BUDGET REQUEST**

*As an incoming officer or committee chairperson, you are requested to take part in the financial planning for the Association for the upcoming year. Please use this form to submit your request to the Budget and Finance Chair for appropriations to establish an operating budget for your office or committee. A separate form must be used for each office or committee. **Please submit your preliminary budget request so that it is received by Friday, May 13, 2005.***

Your Name: Lisanne Masterson Daytime Telephone: 828/884-8287

Institution: Brevard College

Address: 400 N. Broad Street  
Brevard NC 28712

E-Mail Address: lisanne@brevard.edu

Fax Number: 828/884-3790

### **Officer/Committee Description**

Office/Committee Name: 2006 Conference

Anticipated number of committee members on your committee, including yourself: 18

Present Budget Code (if appropriate): 206 2005-06 Budget: \$\_\_\_\_\_

### **General Information**

For many committees, a major cost component might consist of travel related expenses. To ensure consistency in the manner in which funds are requested and allocated, please use the following when estimating travel, lodging and meal expenses.

Air Travel: Assume a flat rate of \$500 per person per round trip ticket.

Lodging: Assume a standard rate of \$100 per night, per person.

Meals: Use the allowable per diem rate of \$34.00 per day per person. If you wish to itemize expenses at less than a full day rate, use the following as a guide:

Breakfast @ \$6.00; Lunch @ \$8.00; Dinner @ \$20.00

## 2005-2006 Budget Request Detail

Please itemize below any anticipated expenditures for your office or committee for the upcoming year that should be included as part of your budget. Please add explanations and additional detail where needed to explain an expense. Copy and attach additional sheets as necessary.

Office/Committee Name: Conference

<i>Item/Description</i>	<i>Amount Requested</i>	<i>Amount Approved</i>
<i>Example:</i> Travel for October meeting – 5 members @ \$500 air fare each. Meeting will be out-of-state for all members	\$ 2,500	
Conference Committee Travel: Flight/Mileage, Lodging, Meals for 18 committee members (includes President, Conference Chair and SASFAA Board Members on the Committee)	\$ 10,000	
Conference Entertainment	\$ 5,000	
Conference Meals/Breaks	\$130,000	
Annual Meeting Costs: Includes printing/publication, postage, conference bags, gifts, AV, rentals, VIP rooms, supplies, etc.	\$ 62,000	
Speakers (Includes Honorariums, Travel, Meals)	\$ 2,500	
<b>TOTAL REQUESTED</b>	\$209,500	\$

Submitted by: Lianne Masterson Date: May 13, 2005

SASFAA  
2006 Annual Conference

Expense	Paid To...	For...	Amount	
July Conf. Comm. Mtg	Lisanne Masterson	Conf. Comm. Notebo	26.64	
	Deborah Clark	Travel	313.20	
	Bill Whitlock	Travel	148.54	
	Laura Diven-Brown	Travel	536.42	
	Rose Mary Stelma	Travel	122.31	
	Pat Kelly	Travel	205.34	
	Janette Overton	Travel	377.23	
	Lisanne Masterson	Travel	166.05	
	Gary Mann	Travel	213.90	
	Anna Zawisza	Travel	267.30	
	Southern States & Tou	Bus Transp. To Dinner	225.00	
	Sheraton 4 Seasons	Rooms/Meals	4,480.86	7,082.79
Oct. Conf. Comm. Mtg	Lisanne Masterson	Travel	131.02	
	Bill Whitlock	Travel	200.30	
	Crusie Lucero	Travel	242.39	
	Rose Mary Stelma	Travel	69.84	
	Deborah Clark	Travel	269.90	
	Pat Kelly	Travel	362.78	
	Janette Overton	Travel	280.55	
	Laura Diven-Brown	Travel	335.30	
	Anna Zawisza	Travel	206.90	
	Charlotte Univ. Hilton	Rooms/Meals	4,128.85	
	Gary Mann	Travel	242.50	6,470.33
SASFAA Bd Mtg.	Lisanne Masterson	Travel - Memphis	41.38	
	Lisanne Masterson	Air - Memphis	265.30	
	Peabody	Room - Memphis	319.70	
	Lisanne Masterson	Air - Tampa	414.19	1,040.57
Annual Conference	Lisanne Masterson	Travel	186.90	186.90
Conference Calls		14-Dec	159.12	
		20-Dec	14.88	
		20-Jan	14.48	188.48
Conference Printing	Kwik Kopy	Post Card Printing	1,875.85	
	Kwik Kopy	Post Card Postage	659.28	
	Kwik Kopy	Program & Pocket Dire	4,648.19	7,183.32
Conference Speakers	Roger Reece	Keynote	3,750.00	3,750.00
	Kathleen Smith	Concurrent Session Sp		
Conference Decorations				
	Ice Sensations	Ice Sculpture	275.00	
	Deborah Clark	Decorations	549.96	
	Deborah Clark	Decorations	183.79	1,008.75
Conference Major Exp	FIMIA	Conference Padfolios	11,774.92	
	FIMIA	Conference Shirts	1,761.73	

SASFAA  
2006 Annual Conference

	Victory Junction Gang	Donation	2,000.00	
	Hollins Exposition Srv	Drayage	5,278.31	
	Rush Computer Renta	Comp. & Hands-On La	4,959.46	
	Holmes Stamp Co.	SASFAA Signs	1,471.25	
	Anna Zawisza	Sign Correction & Shp	364.88	27,610.55
Conference Misc. Items				
	FIMIA	Extra Shp on Padfolios	161.93	
	Leslie Shaw	Logo Design	440.00	
	USPS	Stamps - Past SASFA	9.75	
	Office Max	Invites/Envelopes	71.79	
	Celebrations	Charity Dec. & Gift Bag	35.68	
	If It's Paper	Gift Bags	31.67	
	Lisanne Masterson	Badge Stickers & Gift	22.72	
	Conference Calls	Dec (\$174.00); Nov (X	188.48	
	Office Max	3 Walkie-Talkies; Invi	242.07	
	Office Max	Invites/Envelopes; 1 W	99.33	
	Wal-Mart	Script Notebook Divide	23.17	
	Grover's Office Supply	Name Tents	21.92	
	Office Depot	Invites	12.82	
	Biz Daniel	Beer/Wine - Pres Appr	341.80	
	(Janet)	Tom Hood Gift	25.09	
	(Janet)	HQ Supplies	65.78	
	(Janet)	Sarah McWhorter Gift	26.74	
	(Janet)	Janice Wright Gift	30.00	
	(Janet)	Dry Clean Shirts	120.95	
	(Janet)	Internet - Charity	100.00	
	(Janet)	Fri am Comm Breakfa	12.62	
	Erik	Computer Lab	200.00	2,284.31
Hotel	Food		103,840.27	
	Rooms		3,864.60	
	AV		19,645.20	
	Misc		272.15	
	<b>New Aid Officer</b>		<b>3,877.04</b>	
	<b>Diversity</b>		<b>3,263.17</b>	
	<b>President-elect</b>		<b>548.91</b>	135,311.34
Entertainment	The Embers	Tuesday Band	3,000.00	
	JP Smith	Jazz Trio - Sunday	300.00	
	Students from NC Sch	7 @ \$50 each	350.00	3,650.00
<b>TOTAL EXPENSES</b>				<b>195,767.34</b>
BUDGET				200,000.00





<b>Memo</b>	<b>Amount</b>	Base	Service	Tax	Guarantee	Actual	Notes
Fri, Feb 11 Water/Soda for Conf HQ	77.76	60.00	12.00	5.76	N/A	N/A	15 beverages X \$4.00 per
Feb 11 AM Water/Soda Break, packet stuffing	125.45	96.80	19.36	9.29	N/A	N/A	1 coffee @ \$64.80, 8 bev X \$4.00 per
Fri, Feb 11 Box Lunch Break	1,036.80	800.00	160.00	76.80	40	40	Box lunch for packet stuffing, 40 X \$20 per
Fri, Feb 11 PM Water/Soda Break for State Pres Mtg	36.29	28.00	5.60	2.69	N/A	N/A	15 beverages X \$4.00 per
Sat, Feb 12 Water/Bev for conf HQ	239.50	184.80	36.96	17.74	N/A	N/A	1 coffee @ \$64.80, 30 bev X \$4.00 per
Sat, Feb 12 EB Breakfast and Breaks	1,177.29	908.40	181.68	87.21	30	30	30 X \$16.00 per person, 4 coffee @ 64.80, 30 bev X 4.00 per, 2 cookies X 42.00, 1 granola X 30.00.
Sat, Feb 12 EB Breakfast and Breaks	-1,177.29	908.40	181.68	87.21	30	30	This expense covered in Executive Board line item
Sat, Feb 12 Conf Comm and EB Lunch	1,296.00	1000.00	200.00	96.00	40	40	40 X \$25.00 per plate
Sat, Feb 12 PM Water/Soda Pres Recept	565.06	436.00	87.20	41.86	N/A	N/A	Pres Appreciation Recept Bar Tab
Sat, Feb 12 Pres Reception	2,714.40	2115.00	405.00	194.40	N/A	N/A	Misc Food for Pres Recept
Sun, Feb 13 Water/Bev for HQ	203.21	156.80	31.36	15.05	N/A	N/A	1 coffee @ 64.80, 23 bev X \$4.00 per
Sun, Feb 13 PM Vendor Setup	583.72	450.40	90.08	43.24	N/A	N/A	3 coffee @ 64.80, 64 bev X 4.00 per
Sun, Feb 13 NAOW Breakfast and Breaks	2,220.83	1713.60	342.72	164.51	70	50	70 X \$16.00 per person, 2 coffee @ \$64.80
Sun, Feb 13 Leadership Symp Breakfast	3,808.17	2938.40	587.68	282.09	150	70	150 X \$16.00 per person, 3 coffee @ 64.80, 86 bev X 4.00 per
Sun, Feb 13 Lunch for State Pres Elects	362.88	280.00	56.00	26.88	11	11	11 X \$16.00 per person, 26 bev X \$4.00 per
Sun, Feb 13 PM Corkage for Hosp Suite	128.00	100.00	20.00	8.00	N/A	N/A	
Sun, Feb 13 NAOW and State Pres Lunch	2,553.12	1970.00	394.00	189.12	80	63	80 X \$24.00 per person, 2 X \$25.00 per person
Sun, Feb 13 Leadership Symp Lunch	4,976.64	3840.00	768.00	368.64	160	79	160 X \$24.00 per person
Sun, Feb 13 PM First Time Attend Recept	2,268.00	1750.00	350.00	168.00	125	60	125 X \$14.00 per person for cookie break
Sun, Feb 13 Pres Reception	31,024.80	23980.00	4760.00	2284.00	700	700	700 X \$34.00 per person, 2 carvers X \$90.00 per
Sun, Feb 13 PM Coffee Break for State Pres	46.66	36.00	7.20	3.46	N/A	N/A	\$36.00 per half-gallon coffee
Sun, Feb 13 Soft drinks for Reception	663.55	512.00	102.40	49.15	N/A	N/A	128 bev X \$4.00 per
Mon, Feb 14 VASFAA Breakfast	228.10	176.00	35.20	16.90	11	11	\$16.00 per plate X 11
Mon, Feb 14 Sodas and Waters Conf HQ	146.19	112.80	22.56	10.83	N/A	N/A	1 coffee @ 64.80, 12 bev X \$4.00 per
Mon, Feb 14 Cont Breakfast and AM break	14,981.12	11704.00	2340.80	936.32	700	700+	700 X \$14.00 per person, 10 coffee @ \$64.80, 314 bev X \$4.00 per
Mon, Feb 14 Lunch	22,320.00	17437.50	3487.50	1395.00	775	726	775 X \$22.50 per plate
Mon, Feb 14 PM Water/Soda Break	3,737.66	2884.00	576.80	276.86	N/A	N/A	721 bev X \$4.00 per bev
Mon, Feb 14 Corkage for Hosp Suite	108.00	100.00	0.00	8.00	N/A	N/A	
Mon, Feb 14 PM Vendor Appreciation	2,712.15	2100.00	444.15	168.00	N/A	N/A	Fruit and Cheese, Chips and Salsa
Tue, Feb 15 Cont Breakfast	12,247.20	9450.00	1890.00	907.20	675	675+	675 X \$14.00 per
Tue, Feb 15 Morning and PM Breaks	10,614.24	8190.00	1638.00	786.24	700	N/A	10 coffee @64.80 per, 748 bev X \$4.00 per, 700 X \$6.50 for granola bars and cookies
Tue, Feb 15 Past Pres Lunch	399.17	308.00	61.60	29.57	14	14	14 X \$22.00 per plate
Tue, Feb 15 Prof Advancement Lunch	456.19	352.00	70.40	33.79	16	16	\$22.00 per person X 16
Tue, Feb 15 Nom and Elections Lunch	285.12	220.00	44.00	21.12	10	10	\$22.00 per person X 10
Tue, Feb 15 Legislative Relations Lunch	228.10	176.00	35.20	16.90	8	8	\$22.00 per person X 8
Tue, Feb 15 Corkage for Hosp Suite	108.00	100.00	0.00	8.00	N/A	N/A	
Tue, Feb 15 PM Pre-Dinner Social	269.57	208.00	41.60	19.97	N/A	N/A	52 bev X \$4.00 per beverage
Tue, Feb 15 TV Land Dinner	31,360.00	24500.00	4900.00	1960.00	700	600	700 X \$35.00 per plate
Tue, Feb 15 Desserts/Coffee Bar Reception	5,054.40	3900.00	780.00	374.40	650	600	650 X \$6.00 per person
Wed, Feb 16 AM Conf HQ	83.98	64.80	12.96	6.22	N/A	N/A	1 coffee @ 64.80 per
Wed, Feb 16 Breakfast	13,824.00	10800.00	2160.00	864.00	675	550	675 X \$16.00 per person
Wed, Feb 16 Corkage for Hops Suite	108.00	100.00	0.00	8.00	N/A	N/A	
Wed, Feb 16 Transition Lunch	559.87	432.00	86.40	41.47	18	18	18 X \$24.00 per person
<b>Totals</b>	<b>174,761.90</b>	<b>137579.70</b>	<b>27426.09</b>	<b>12109.89</b>			

11:32 AM  
 08/03/04  
 Accrual Basis

SASFAA, Inc.  
**Transaction Detail - Annual Meeting**  
 July 2003 through June 2004

Memo	Account	Amount	Subtotals
Deposit for President's Reception	206-J · Meetings	500.00	
Deposit on President's Reception	206-K · Miscellaneous	6,858.00	
Check returned to bank	206-J · Meetings	-500.00	
Deposit reissue	206-K · Miscellaneous	500.00	
Deposit for Hotel	206-J · Meetings	20,000.00	
Rental fees for Pres Rec & 200 exhibit tix	206-J · Meetings	3,948.00	
Balance due on Presidents Reception	206-J · Meetings	7,177.00	
Banquets/Food	206-J · Meetings	54,820.50	93,303.50
November Board Meeting	206-A · Travel	315.50	
November Board Meeting Room	206-A · Travel	278.00	
Airfare to Transitional Retreat	206-A · Travel	203.00	
Transitional Meeting	206-A · Travel	13.30	809.80
Pres Reception Jazz Band	206-K · Miscellaneous	600.00	
Hypnotist for Banquet	206-J · Meetings	2,500.00	
Donation for Banquet Band	206-K · Miscellaneous	600.00	
Ice sculpture for Conference	206-K · Miscellaneous	275.00	
VOID: Banquet Decorations	206-K · Miscellaneous	0.00	
Banquet Decorations	206-K · Miscellaneous	95.68	
Banquet Decorations	206-K · Miscellaneous	146.08	
Flowers for Dist. Service Recipient	206-K · Miscellaneous	10.00	
Banquet Decorations	206-K · Miscellaneous	741.67	4,968.43
Deposit for Golf Tourney	206-K · Miscellaneous	250.00	
Wire Transfer Fee	206 · Annual Meeting Program	20.00	
Music Fees for 2004	206-K · Miscellaneous	115.00	
Transportation to Civil Rights Museum	206-K · Miscellaneous	1,400.00	
Picture of Logo framed for Ron Day	206-K · Miscellaneous	97.63	
Conference Shirts for Comm, Exec Board & Special Guests	206-K · Miscellaneous	1,764.00	
Card Stock, Stickers, Picture Frames, UPS Shipping	206-F · Supplies	146.95	
Overnighted BEOS to hotel	206-D · Postage	32.47	
Gift for Ron Day	206-K · Miscellaneous	84.94	
VOID: Honorarium - National Anthem	206-K · Miscellaneous	0.00	
Donation to Charity	206-K · Miscellaneous	2,500.00	
Transportation of VIPs to and from Airport	206-K · Miscellaneous	51.77	
Charity Raffle Tickets	206-K · Miscellaneous	-6.00	
Charity Raffle Tickets	206-K · Miscellaneous	-20.00	
Charity Raffle Tickets	206-K · Miscellaneous	-20.00	
Charity Raffle Tickets	206-K · Miscellaneous	-40.00	
Charity Raffle Tickets	206-K · Miscellaneous	-10.00	
Charity Raffle Tickets	206-K · Miscellaneous	-10.00	
Charity Raffle Tickets	206-K · Miscellaneous	-10.00	
Charity Raffle Tickets	206-K · Miscellaneous	-10.00	
Charity Raffle Tickets	206-K · Miscellaneous	-10.00	
Charity Raffle Tickets	206-K · Miscellaneous	-8.00	
Charity Raffle Tickets	206-K · Miscellaneous	-25.00	
Charity Raffle Tickets	206-K · Miscellaneous	-1,907.00	
Kid One Tickets	206-C · Printing	300.00	
Materials for Session	206-F · Supplies	26.47	
Mattes for picture frames	206-F · Supplies	29.47	

11:32 AM  
08/03/04  
Accrual Basis

SASFAA, Inc.  
Transaction Detail - Annual Meeting  
July 2003 through June 2004

Shipped portfolio & walkie talkies to hotel	206-D · Postage	35.40	
Bubblewrap for gifts	206-F · Supplies	6.25	
Reimbursement for Golf Toumey Deposit	206-K · Miscellaneous	-250.00	
Rental of Copier for Conference	206-C · Printing	150.00	
58 Full Service Booths	206-K · Miscellaneous	1,943.00	
2 Message Boards	206-K · Miscellaneous	79.50	
1 - 12' custom entryway w/ logo	206-K · Miscellaneous	2,835.00	
230' drapery masking	206-K · Miscellaneous	460.00	
80' of 16' premiere drapery	206-K · Miscellaneous	520.00	
labor to hang and remove banners	206-K · Miscellaneous	250.00	
Shipment for ED Express by Drayage	206-D · Postage	70.00	
Shipment for Wood Mason by Drayage	206-D · Postage	70.00	
Tax from Drayage Company	206-K · Miscellaneous	509.40	
Ship Conf Padfolios	206-D · Postage	889.00	
Conf Padfolios	206-F · Supplies	12,901.50	(#?) 7890 = 16
Wrapping Paper for gifts, ext cords, locks	206-F · Supplies	43.18	
Conference	206-J · Meetings	312.98	
Dorenda Adams Conference Room	206-A · Travel	135.66	
Heather Boutell Conference Room	206-A · Travel	135.66	
Jolene Burke Conference Room	206-A · Travel	135.66	
Antoinette Esposito Conference Room	206-A · Travel	135.66	
Andrea Perry Conference Room	206-A · Travel	28.00	
Brent Tener Conference Room	206-A · Travel	271.32	
Rick Wilder Conference Room	206-A · Travel	135.66	
Dallas Martin Conference Room	206-A · Travel	135.66	
George Chin Conference Room	206-A · Travel	271.32	
Betty Davis Conference Room	206-A · Travel	406.98	
David Myette Conference Room	206-A · Travel	406.98	
Kate Peterson Conference Room	206-A · Travel	406.98	
James White Conference Room	206-A · Travel	678.30	
Mike Harvey Conference Room	206-A · Travel	135.66	
Steve Morgan Conference Room	206-A · Travel	135.66	
Ernestine Sapp Conference Room	206-A · Travel	135.66	
Edward Schroeder Conference Room	206-A · Travel	135.66	
Mike Szydowski Conference Room	206-A · Travel	135.66	
Lisa Allen Conference Room	206-A · Travel	135.66	
Bill Ward Conference Room	206-A · Travel	406.98	
Bill Ward Parking Fees	206-A · Travel	21.00	
AV Equipment & Service Fee	206-K · Miscellaneous	8,093.63	
Shipping Boxes to B. Tener	206-D · Postage	26.90	38,214.22
Dinner for Conf Comm	206-J · Meetings	300.00	
August 2003 Conf Comm Meeting	206-A · Travel	116.56	
August 2003 Meeting	206-A · Travel	199.02	
August 2003 Meeting	206-A · Travel	59.52	
August 2003 Meeting	206-A · Travel	62.00	
August 2003 Meeting and Breakfast	206-A · Travel	434.86	
August 2003 Conf Comm Meeting	206-A · Travel	138.11	
August 2003 Conf Comm	206-A · Travel	281.00	
Lunch for Conf Planning Comm	206-J · Meetings	44.83	
August 2003 Meeting Dorenda Adams Room	206-A · Travel	204.76	
August 2003 Meeting Zita Barree Room and Food	206-A · Travel	533.96	

11:32 AM  
08/03/04  
Accrual Basis

**SASFAA, Inc.**  
**Transaction Detail - Annual Meeting**  
July 2003 through June 2004

August 2003 Meeting Heather Boutell Room	206-A · Travel	209.76	
August 2003 Meeting Jolene Burke Room	206-A · Travel	209.76	
August 2003 Meeting Bridget Ellis Room	206-A · Travel	209.76	
August 2003 Meeting Antoinette Esposito Room	206-A · Travel	209.76	
August 2003 Meeting Wendy Hutchins Room	206-A · Travel	209.76	
August 2003 Meeting Andrea Perry Room	206-A · Travel	223.76	
August 2003 Meeting Mike Reynolds Room	206-A · Travel	335.64	
August 2003 Meeting Rick Wilder	206-A · Travel	223.76	
August 2003 Meeting Food	206-J · Meetings	315.71	
August 2003 Meeting Banquet Service	206-J · Meetings	120.48	
August 2003 Meeting Banquet Service	206-J · Meetings	231.34	
Pre-paid airline ticket for October 2003 Meeting	206-A · Travel	181.00	
October 2003 Conference Committee	206-A · Travel	543.26	
October 2003 Conference Committee	206-A · Travel	430.00	
October 2003 Conference Committee	206-A · Travel	406.50	
October 2003 Conference Committee Meeting	206-A · Travel	219.09	
October 2003 Conference Committee Meeting	206-A · Travel	178.02	
October Conference Comm Meeting	206-A · Travel	173.29	
Hospitality Suite at October Conf Comm	206-F · Supplies	66.56	
Meals and Rooms for Committee	206-J · Meetings	1,737.33	
October 2003 Conf Comm Room for Brent Tener	206-A · Travel	110.74	
Check returned to bank	206-A · Travel	-62.00	
Preplanning Meeting	206-A · Travel	708.76	9,568.66
Tentative Agendas	206-C · Printing	1,169.70	
Tentative Agendas	206-D · Postage	492.50	
Reminder Postcards	206-C · Printing	-1,110.79 <sup>B</sup>	
Mailing Reminder Postcards	206-D · Postage	490.00	
Conference Agendas & Pocket Agendas	206-C · Printing	7,242.00 <sup>F</sup>	
Postage for Pocket Agendas and Programs	206-D · Postage	422.25	
Banquet programs	206-C · Printing	373.89	
Sales Tax for Program printing	206-C · Printing	324.54	11,595.67
Speaker Travel Reimbursement	206-A · Travel	308.70	
Conference Speaker	206-A · Travel	574.90	
Honorarium for Speaker	206-K · Miscellaneous	275.00	
Conference Presenter	206-A · Travel	63.27	1,221.87
		<u>159,682.15</u>	159,682.15



# TRAVEL EXPENSE CLAIM/REIMBURSEMENT FORM

Submit Completed Form to:

Heather Boutell  
 Bellarmine University  
 Office of Financial Aid  
 2001 Newburg Road  
 Louisville, KY 40205

CLAIMANT NAME:

CLAIMANT ADDRESS:

Street Address, City, State and Zip Code

DIRECTIONS: Expense claims may be submitted in accordance with the travel guidelines outlined on the reverse of this form. Show the complete itinerary of the claimant and the purpose of the trip/expenditure(s). Claims not submitted within 30 days of the date the expense was incurred may be disallowed. Payment of claims submitted more than 60 days after the date the expense is incurred require the approval of the President and Treasurer. Remember to sign and date your claim form and report the budget category to which expenses are to be charged. Please attach receipts as documentation of your expenses.

## SECTION I - RECAP OF EXPENSE

EXPENSE CLASSIFICATIONS	DATE:	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	CATEGORY TOTALS
BREAKFAST									
LUNCH									
DINNER									
MEAL TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LODGING									\$ -
AIRLINE TICKETS									\$ -
AUTO RENTAL									\$ -
TAXI OR LIMO									\$ -
TELEPHONE									\$ -
PARKING/TOLLS									\$ -
MILES TRAVELED (0.405 per mile)									
TOTAL \$ FOR MILEAGE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER (specify in Comments section)									\$ -
OTHER (specify in Comments section)									\$ -
DAILY TOTALS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMMENTS:	<input type="text"/>						LESS CASH ADVANCE:		\$ -
							LESS EXPENSES BILLED TO VASFAA		\$ -
							AMOUNT DUE TO SUBMITTER:		\$ -

## SECTION II - EXPLANATION OF TRAVEL EXPENSES

MEETING NAME	MEETING LOCATION	DATE(S) OF MEETING		BUDGET CODE	DETAILED EXPLANATION OF BUSINESS REASON FOR TRAVEL
		FROM	TO		

COMMITTEE CHAIR SIGNATURE:  DATE:

I certify that the above is a true statement of expenses incurred by me on official authorized business on behalf of SASFAA.

CLAIMANT'S SIGNATURE:  DATE:

FOR TREASURER'S USE ONLY

DATE PAID:  AMOUNT PAID:

CHECK #:  BUDGET CODE:

PRESIDENT'S APPROVAL:

**SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.  
MISCELLANEOUS EXPENSE CLAIM FORM**

**SUBMITTED BY:** \_\_\_\_\_

**SUBMIT YOUR COMPLETED CLAIM FORM TO:**

**ADDRESS:** \_\_\_\_\_

**Heather Boutell  
SASFAA Treasurer  
c/o Bellarmine University  
Office of Financial Aid  
2001 Newburg Road  
Louisville, KY 40205**

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

**TELEPHONE:** \_\_\_\_\_

**MAKE CHECKS PAYABLE TO (if other than above):** \_\_\_\_\_

**CHARGE TO (Officer/Committee Name):** \_\_\_\_\_ **Budget Code:** \_\_\_\_\_

**CERTIFICATION:** I certify that the following is a true statement of expenses incurred by me on official authorized business on behalf of SASFAA, Inc.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DESCRIPTION/PURPOSE OF EXPENSE	AMOUNT
1.	\$
2.	
3.	
4.	

**TOTAL EXPENSES:**

**LESS: Cash Advance:**

**LESS: Expenses Billed Directly to SASFAA:**

**TOTAL REQUESTED:**

<b>FOR PRESIDENT'S USE ONLY</b>	
Payment approved in the total of:	\$ _____
Budget Code:	_____
Signature:	_____

<b>FOR TREASURER'S USE ONLY</b>	
Date Paid:	_____ Check No.: _____
Amount Paid:	\$ _____
Budget Code:	_____



**Masterson Lisanne**

**From:** Boutell, Heather [hboutell@bellarmine.edu]  
**Sent:** Monday, October 10, 2005 3:42 PM  
**To:** Masterson Lisanne  
**Subject:** FW: Update to your Conferencing Account Information

Here is the info for the Conference Committee.

**From:** ConferenceCall Account Team [mailto:AccountTeam@conferencecall.com]  
**Sent:** Monday, October 10, 2005 2:51 PM  
**To:** Boutell, Heather  
**Subject:** Update to your Conferencing Account Information



Thank you for choosing ConferenceCall.com for your conference communications needs. Our records indicate that there has been a change made to your conferencing account or that you have requested duplicate information to be sent. Your personalized account details, "how to" instructions and other information are all listed below. Read on for the details!

*Modifications are noted in red type*

General Information:

**Owner Name:** Conference Committee  
**Company Name:** SASFAA Inc  
**Owner Number:** 1493388  
**Web PIN:** 8135  
**Customer Service:** (888) 478-3352 or (706) 643-8536



Ready-Call Account Information:

With Ready-Call, you have direct access to an audioconference - anytime from anywhere - without ever having to make a reservation.

**Ready-Call Dial-In Number:** (866) 493-8186  
**Ready-Call International Dial-In Number:** (720) 239-5794

**Conference Code:** 3431422  
**Leader PIN:** 2060

Starting a Ready-Call conference is quick and easy - remember, there's no reservation required. Just follow these steps:

1. Give your participants the date and time of the call, your Dial-In Number and your Conference Code.
2. At the specified time, dial your Ready-Call Dial-In Number.
3. When prompted, enter your Conference Code followed by #.
4. When prompted, press \* to identify yourself as the call leader, then enter your Leader PIN followed by #.
5. Press 1 to begin your conference or press 2 to access your default conference options.

10/10/2005

**Your participants join the conference by following steps 2 and 3 above.**

**Additional Features:**

- Manage your account online from [www.reservationless-plus.com](http://www.reservationless-plus.com). You will be prompted to enter your Reservationless-Plus Conference Code and Leader PIN or your Owner Number and Leader PIN.
- Control your conference using the Ready-Call Web Moderator at [www.reservationless-plus.com](http://www.reservationless-plus.com)
- Record your conference for future playback over the phone or via a web stream

**Helpful Ready-Call Keypad Commands:**

- \*0 Operator Assistance - conference
- 00 Operator Assistance - individual
- \*1 Dial-out to a participant - Leader only
- \*2 Begin/End Conference Record - Leader only
- \*3 Change Entry/Exit method (Recorded Names, Tones, Silence) - Leader only
- \*4 Private Roll Call - Leader only
- \*5 / #5 Mute/Unmute - group (all lines except Leader's) - Leader only
- \*6 / #6 Mute/Unmute - individual
- \*7 / #7 Lock/Unlock conference (including Operator) - Leader only
- \*8 Allow/Disallow Conference Continuation - Leader only
- \*# Participant Count - Leader only
- \*\* List available keypad commands - Leader only

---

**We look forward to serving your conference communications needs.**

To update, correct or make changes to any of your general or account information listed above, please contact the Customer Service department at the number listed above.

If you require technical support, please call Professional Services at 800-374-1709 or 706-634-2415 for assistance.

Please Note: The Dial-In Number(s) for the service(s) listed may be reclaimed if they are not used for a period of 180 days. Please contact your sales representative or refer to our Terms and Conditions for complete policy details.

To view our Terms and Conditions for using of all services please [click here](#) to go to our Terms and Conditions web page.

10/10/2005



Conference Committee  
SASFAA Inc  
2001 Newburg Rd  
Louisville, KY 40205-1863

ConferenceCall.com appreciates you for choosing us as your conferencing provider!

We understand the important role that conferencing plays in your business communications and we are dedicated to the accurate, timely, and smooth execution of your meetings!

Below you will find important details of your conferencing account that will help you facilitate your upcoming meetings. See the reverse for more helpful tips about using our services!

## YOUR CONFERENCECALL.COM CONFERENCING ACCOUNT INFORMATION

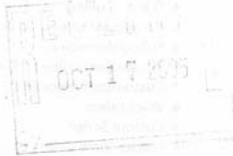
### GENERAL INFORMATION

Owner Name: Conference Committee  
Company Name: SASFAA Inc  
Owner Number: 1493388  
Web PIN: 8135  
Customer Service: (888) 478-3352 (706) 643-8536  
Professional Services: (800) 605-9277 (706) 634-3600

### READY-CALL

With Ready-Call, you have direct access to telephone conferencing -anytime from anywhere-without ever having to make a reservation. You can also log in online to monitor calls, view reports, modify your preferences, and send meeting invitations at [www.readycall.com](http://www.readycall.com)

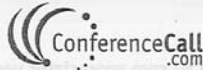
Toll Free Dial-In Number: (866) 493-8186  
International Dial-In Number: (720) 239-5794  
Conference Code: 3431422  
Leader PIN: 2060



For additional information about ConferenceCall.com's complete range of conferencing solutions visit our website at [www.conferencecall.com](http://www.conferencecall.com).

To update, correct or make changes to any of your account information, please contact our Customer Service Department at the number listed above.

If at any time you require technical support, contact our Professional Services team at the number listed above.



## QUICK REFERENCE PRODUCT GUIDE

Thank you for choosing us to serve your audio and web conferencing needs! We look forward to a long relationship with you and your company. Below you will find basic instructions for using your ConferenceCall.com account(s). To learn more about any of the services listed below or our other product offerings, please visit our website at [www.conferencecall.com](http://www.conferencecall.com) or contact your account representative, at 800.624.6687.

**Ready-Call** reservationless conferencing gives you toll-free access to conferencing, 24/7, with no need to make a reservation. Simply dial your permanent Toll-Free Dial-In Number and enter your assigned Conference Code and PIN to start your meeting!

### Keypad Commands - Putting You in Control!

* 0	Operator assistance - conference
0 0	Operator assistance - individual
* 1	Dial-out to a participant
* 2	Begin/end conference recording
* 3	Change entry/exit method (recording, tones, silence)

* 4	Private roll call
* 5	Mute - group (all lines except leader's)
# 5	Unmute - group (all lines except leader's)
* 6	Mute - individual
# 6	Unmute - individual

* 7	Lock conference (including Operator)
# 7	Unlock conference (including Operator)
* 8	Allow/disallow conference continuation
* #	Participant count
* *	List available keypad commands

### Value - Added Services

Contact us for more information about adding these enhanced features to your next meeting:

**International conferencing** expands your global reach. We offer four methods to connect your international participants to your conference call, including links through our international call centers, toll and toll-free access numbers and a Dial-Out option.

**Recording** your conference call is a great way to ensure that your message reaches those unavailable to attend your important meetings, or to cost-effectively archive your meetings and communication. Calls are digitally recorded to ensure crystal clear quality, and are delivered quickly to you in the medium of your choice.

**Encore** gives instant access to pre-recorded meetings with 24/7 playback. This flexible service allows callers to hear individual replays of your meeting at their convenience.

**Streaming** is effective when you need to broadcast your message to the widest audience possible. Your conference is accessible live via the Internet and can be archived for later playback. Present only the audio portion of your call and add slides - the choice is yours.

**Voice Broadcast** sends a message to hundred or thousands of people in a time-efficient manner. Our advanced systems will auto-dial to send a voice message to everyone on your call's participant list simultaneously.

**Transcription** is a written record of what was said during the conference via fax, hard copy or diskette. We provide several different delivery options to fit your specific needs.

**Translation** gives you the ability to communicate outside your language barrier with 150 different dialects.

**Operator Assisted** is the ultimate in conferencing! Our Operator Assisted service allows you to completely customize your conference for presentations, training, financial announcements, or any meeting that requires special handling. A dedicated operator monitors all aspects of your meeting from start to finish, ensuring good sound quality and smooth execution. A full range of options are covered by the per-minute rate for this service, so you're free to ask for as much assistance as you need without additional fees:

- Operator dial-out
- Q & A / Polling sessions
- Participant screening and roll call
- Subconferencing
- Private comm line to the operator
- Customized reporting
- Voice talent
- Custom Script
- Leader-View online call views
- Factscomplete participants reports

**Ready-Present** web conferencing allows you to have better meetings with less investment in time and travel. Address all your online presentation needs - from small, collaborative sessions to large-scale, online events. Manage all your meetings through one simple interface!



**Slideshows** - Upload and automatically convert a PowerPoint presentation for use in your meeting. You can even add and store specialty slides such as web pages, polling slides, or desktop snapshots!

**Desktop / Application sharing** - Open all or part of your desktop for viewing, or share a single application.

**Web page viewing** - Lead viewers directly to a live web page, where they can click all links and explore the site.

**Interaction with your viewers** - Make annotations directly on the screen, manage Q & A sessions, chat with attendees, or even poll your audience for real-time results.

**Give control to another attendee** - Let other meeting participants take over an application or work on your desktop for true collaboration or hands-on training.

**Record your meetings** - Archive and replay the session for those who could not attend. Both audio and visual portions of the meeting can be recorded for simultaneous replay.



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