

GAAA General Reimbursement Process
(For expenses NOT related to Scholarships)

GAAA General Reimbursement Process is meant to reimburse Alumni for expenses NOT related to scholarships.

Most reimbursements made throughout the year relate to the GAAA's Professional Development Scholarships and Travel Scholarships to the Economic Summit and Graduation. Those SCHOLARSHIPS have separate forms for approval and reimbursement (for details about Professional Development Scholarships please email gaaa.profdev@gmail.com and for details about Travel Scholarships please email gaaa.chair@gmail.com).

This form enables Alumni to get reimbursed for items such as food and drinks, supplies or travel related to Mayoral events, Academy informational sessions, and other one-time events. This form should also be used for GAAA Board members seeking reimbursement for travel, food, and other items related to the accomplishment of Board business.

QUICK Q&A

Who is eligible? Any Greenlining Academy Alumni (All Policy and Health Equity Fellows, All Summer Associates, All Work Study Interns, and Casa Joaquin Residents from Fall 2012 and on)

What is covered? Costs of items not related to GAAA Scholarships, such as expenses for Mayoral events, Academy Informational Sessions, and GAAA Board business.

What is NOT covered? Expenses related to scholarships for Professional Development and Travel to the Economic Summit and Graduation.

What is the limit? Amounts vary depending on the type of event. Please seek approval of the limit prior to purchase. Generally, the limits are up to \$100 for Mayoral events and \$60 for Academy Informational Sessions. GAAA Board members must seek prior approval from the GAAA Board for expenses above \$100. Higher requests may be considered on a case-by-case basis. Amount may vary by year.

APPROVAL PROCESS

Contact the GAAA Chair at gaaa.chair@gmail.com to obtain approval prior to making a purchase for which you plan to seek reimbursement or if you have any questions.

HOW DOES THE PAYMENT PROCESS WORK?

GAAA will aim to reimburse Alumni within a month of receiving the reimbursement form and the original receipts. Please email an electronic copy of the receipt and the reimbursement form to gaaa.chair@gmail.com AND send your ORIGINAL receipts to The Greenlining Institute c/o Rosa Martinez at 1918 University Ave., Second Floor, Berkeley, CA 94702.

GAAA General Reimbursement Form

Today's Date: _____

ALUMNI INFO

Name (to whom check should be made): _____

Address (location where check should be mailed): _____

Contact Information (phone number &/or email): _____

EXPENSE INFO

Date of Expense: _____

Amount of Expense to be Reimbursed: _____

Vendor Name (place or person paid by alumni): _____

Reason for Expense (name of event etc.): _____

Original Receipt(s) Included: YES or NO

If no, please provide explanation for missing receipt: _____

REMINDER: Please send a copy of this form and receipts to gaaa.chair@gmail.com and send original receipts to The Greenlining Institute c/o Rosa Martinez 1918 University Ave., Second Floor, Berkeley, CA 94702.

I hereby certify that I incurred all of these expenses in connection with GAAA.	Approval:
Signature:	Signature:
Address:	Title:
Date:	Date: