

GAAA REIMBURSEMENT PROCESS FACT SHEET

ABOUT THE PROCESS

The Greenlining Academy Alumni Association (GAAA) financially supports and facilitates numerous activities and initiatives throughout the year, including, but not limited to: professional development scholarships, travel scholarships to Greenlining events, regional alumni mixers, board retreats, and Academy info sessions.

Each event should have pre-approved budgets by the GAAA Board, where alumni are able to spend money and be reimbursed for GAAA-related expenses. To receive your reimbursement, you must fill out one of two memos, and have hard copies of all receipts and invoices ready to mail.

ABOUT THE MEMOS

There are two separate memos for reimbursements, depending on the type of activities. Please take a careful look at the following to determine which one you should fill out.

GAAA Professional Development and Travel Scholarships Reimbursement Memo:

If you were approved for professional development or travel scholarship by the GAAA Professional Development Director, then please fill out this form.

GAAA General Expenditures Reimbursement Memo:

For all other expenditures, please use this memo. This applies to expenses incurred for regional mayor events, Academy informational sessions, and board retreats/activities.

REIMBURSEMENT LIMITS

Amounts vary depending on the type of event. Please seek approval of the limit prior to purchase. The GAAA Professional Development Director approves the maximum award for scholarships. For other events, 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.

THE REIMBURSEMENT PROCESS

All expenses over \$100 must be pre-approved by the GAAA Board and Treasurer. Send an email to gaaa.treasurer@gmail.com for pre-approval.

The GAAA will aim to reimburse Alumni within 4-6 weeks of receiving the appropriate reimbursement memo and original receipts.

Please email an electronic copy of the reimbursement memo and all original receipts to gaaa.treasurer@gmail.com AND send hard copies of this memo and all ORIGINAL RECEIPTS to The Greenlining Institute c/o Patrick Brown at 1918 University Avenue, 2nd Floor, Berkeley, CA 94704.

**GREENLINING ACADEMY ALUMNI ASSOCIATION
GENERAL EXPENDITURES
REIMBURSEMENT MEMO**

To: JC De Vera, GAAA Treasurer
Cc: Patrick Brown, Greenlining Academy Director
Rosa Maria Martinez, Greenlining Office Director

From: [GAAA Affiliation]

RE: Reimbursement for GAAA General Expenditures
Date:

CONTACT INFORMATION

Name:
Mailing Address:
Phone Number:
Email Address:

EXPENSE INFORMATION

GAAA Activity that expenditures were made for:

Expense Type	Description* (Vendor, Type, Date of Purchase)	Amount
Travel	1.	
	2.	
Food & Supplies	1.	
	2.	
Miscellaneous	1.	
	2.	
Total Expenses		

Please print and mail ONE (1) hard copy of this memo and all of your receipts and invoices. Send the copy to The Greenlining Institute c/o Patrick Brown at 1918 University Avenue, 2nd Floor, Berkeley, CA 94704.

Additionally, please email JC De Vera, GAAA Treasurer, at gaaa.treasurer@gmail.com with soft copies once you've mailed the hard copies for sending confirmation.

* Do not forget to attach hard copies of all receipts and invoices incurred.

**Please allow 4-6 weeks for reimbursement check to be mailed to you.

I hereby certify that I incurred all of these expenses in connection with the GAAA.

Signature:

GAAA Affiliation:

Date:

[GREENLINING STAFF APPROVAL]

Signature:

Title:

Date: