

## **National Association of Schools of Art and Design**

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### **MEMORANDUM**

To: NASAD Visiting Evaluators

From: Tracy Maraney, Financial Associate

Re: Expense Report Forms, Receipts, and Reimbursement

NASAD appreciates your work on behalf of the Association, particularly the time you spend as a volunteer. Most NASAD activities take place in the not-for-profit sector where funds must be allocated carefully. Documentation of expenses is essential if financial transitions are to move smoothly.

NASAD requires receipts for the expenses you report (with the exception of tips). In the accreditation process, many institutions will not reimburse NASAD without receipts. Since our billing to institutions follows our payment to evaluators, NASAD can be left short. In the accounting process, our auditors do not look favorably on reimbursements without receipts, nor should they. If you are unable to obtain a receipt, please document the expense, date it, declare what it was for, and submit it along with your receipts and expense form to the National Office.

The Association wishes to process your reimbursement requests promptly; however, due to the conditions we have discussed, we must ask for receipts when they have not been submitted. This will necessarily delay the reimbursement process and be inconvenient for everyone except the party that owes us money.

Your thoughtful and kind consideration will be greatly appreciated. Please do not hesitate to contact us if we may provide clarification or assistance.

Thank you and best regards.

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