Expense Statement Instructions

Purpose

The AAVSB Expense Statement has transitioned from an Excel form to a digital Jotform platform, allowing you to upload receipts directly and complete your reimbursement online. This new platform contains original fields along with a few new ones.

Form Fields

- **Contact Email**: Enter the email address where you would like to receive updates about your reimbursement. All communication regarding the status of your request will be sent to this address.
- **Event Purpose**: Please select all relevant options from the drop-down menus.
- **Reimbursement Method**: Choose whether you prefer to receive your reimbursement by check or electronic payment (ACH).
  - If you select electronic payment, you'll receive a secure email from Jotform with a link to complete the ACH Authorization Form after your expense statement is approved.
  - This form is accessible only to AAVSB Accounting staff (Controller and Accounts Payable Specialist) and is deleted after payment is processed.

Other Important Information

- **Accessing the Form:** The expense statement form is accessible on both desktop and mobile devices by using **this link**.
  - To upload receipts:
    - On a computer, drag and drop files into the "Upload any receipts here" field.
    - On a mobile device, take photos of your receipts directly within the same field.
  - You may upload multiple files. Please ensure that all images are clear and show the full details of each receipt.
  - Tip: For group meals, please write the attendees' names on the receipt before uploading.
- Important Reminders:
  - List each expense separately.
  - Itemized receipts are required for all reimbursements.

Emails from JotForm

Emails related to your expense submission will appear with the sender name AAVSB, but the reply address will be **noreply@jotform.com** (please do not reply to this address). Please email any questions regarding the form or your submission to Erin Miller at **reimbursement@aavsb.org**.