

Budget and Financial Reimbursement Information and Form for NASA Regional Conference Hosts

North American Saxophone Alliance will provide a Regional Conference Support Grant to assist with many expenses through reimbursement. The amount of this grant is determined by the Executive Committee and will be \$2000 for the 2017 Conferences. All income generated for the conference must be sent to NASA for deposit (North American Saxophone Alliance, 14070 Proton Road, Suite 100, Dallas, TX 75244). This income will be eligible for reimbursement of expenses beyond the \$2000 Regional Conference Support Grant, depending on the approval of those expenses. All expenses must be approved and all receipts must be submitted before reimbursement will be sent. Invoices to be paid directly may be sent to the NASA treasurer from printers and other service providers.

Canadian Regional Directors will submit a statement of expenses and income for reimbursement in Canadian dollars, which will be reimbursed at the current exchange rate. Canadian Regional Directors should contact the NASA treasurer to discuss best options.

The use of this money is restricted to a limited range of approved expenditures. It may not be used to pay any NASA member for any reason.

The grant may be used for any of the following expenses:

- Hall rental
- Program printing
- Equipment rental
- Music rental
- Name badges

Note on guest artists:

The inclusion of guest artists on conference programs is optional. If guest artists will present at the conference, they must be NASA members. Guest artists may not be paid an honorarium nor have expenses paid with NASA funds—this would include all advertising income and exhibit booth rental in addition to the Regional Conference Support Grant. Guest artist may be paid with funds provided by the hosting institution, with direct payments from corporate supporters (through artist clinician programs), and/or with external grant amounts raised through the hosting institution (e.g. State Arts Council Grant).

In addition to the NASA Regional Conference Support Grant, your event income may consist of:

- Program advertising
- Exhibit booth rental
- Dean/Chair contribution
- Conference support grant from your institution
- Ticket sales to non-participants for evening concerts

- In-kind donations
- External grants (e.g. state or local arts council)

For national sponsors, please work in conjunction with the NASA Marketing Director, Michael Holmes. For local sponsors (such as a local music store), you may work directly with them.

Before the conference:

- Submit a proposed budget with tentative expenses (by category) and income before the conference.
- We realize that while still in the planning stages, the budget will change as updated information becomes available.
- Please submit all income (as you collect it) to NASA for deposit (North American Saxophone Alliance, 14070 Proton Road, Suite 100, Dallas, TX 75244)

Region # : _____

Location of Conference: _____

Name of Regional Host: _____

Email Address: _____

Proposed Expenses:

Proposed Income:

After the conference:

- Send a post-conference accounting of your expenses and income to the Treasurer
- Submit receipts and/or invoices to the Treasurer
- Submit any remaining checks for deposit to NASA (North American Saxophone Alliance, 14070 Proton Road, Suite 100, LB 9, Dallas, TX 75244)
- NASA provides up to \$2000 (updated Fall 2014) Regional Conference Support Grant. These funds are provided above and beyond any funds raised and submitted to NASA via advertising and exhibitor space rental. This \$2000 is only provided upon presentation of a post-conference accounting and receipts for actual expenses.

Region # : _____

Location of Conference: _____

Name of Regional Host: _____

Email Address: _____

Actual Expenses:

Actual Income: