

HAPF EXPENSE VOUCHER for Reimbursement

For SCHOLARSHIP SELECTION

- ✓ The DEADLINE for submitting expense reimbursement requests for 2019-2020 is **May 31, 2020**. (Expenses may be submitted on, or before, 05/31/20.)
- ✓ Expense reimbursement requests should be submitted to the HAPF Treasurer, Erin Hasbrouck. **All expenses, donated or reimbursed, should ALSO be submitted to Liz Arend, Scholarship Selection Chairman**, in order to be included in the final Financial Report and next year's Budget.
- ✓ Please use the Sales Tax Exemption Certification form when making purchases. HAPF does NOT reimburse for sales tax.

Date	Itemized expenses	Amount
		Total:

Charge to: _____

Committee/Officer: _____

Approved by: _____ Title: _____

I hereby certify that the above itemized amount(s) were expensed by me for the sole purpose of budgeted expenses authorized by the HAPF Executive Board. I have not been otherwise reimbursed.

Signature

Title

Print name to whom the check should be written and corresponding mailing address:

Date: _____

Please attach all receipts and mail, email, or give expense voucher, with receipts, to:

Erin Hasbrouck

207 Aurora Street

Houston, TX 77008

ekallus98@yahoo.com

(713) 898-8367