

**HAPF Expense Voucher for Reimbursement
For: 2021 WINE TASTING**

- The **DEADLINE** for submitting expense reimbursement requests for the Wine Tasting is **December 4, 2021**. (This is the date of the HAPA General Meeting for December. Expenses may be submitted on, or before, 12/4/21.)
- Expense reimbursement requests should be submitted to the HAPF Treasurer, Kathy Morin. All expenses, donated or reimbursed, should **ALSO** be submitted to Casey Carpenter and Mystic Martin DuRant, Wine Tasting Co-Chairs, so they can be included in the final Financial Report.
- When making purchases, please use the Sales Tax Exemption Certification form or HAPF tax exempt numbers from Office Depot, Arne’s Warehouse, or Hobby Lobby. **HAPF DOES NOT REIMBURSE FOR SALES TAX.**

Date	Itemized Expenses	Amount
	Total:	

Expense Category (If multiple, put the amount for each category on Page 2.):

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

Date Submitted: _____

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

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

Kathy Morin
8726 Cedarspur Dr.
Houston, TX 77055
ktrav@sbcglobal.net
713-822-8438

EXPENSE CATEGORIES: Please indicate the amount of the above expense(s) for each category.

Caterer _____
Food (any food not provided by caterer) _____
Wine _____
Rentals (linens, dishes, etc.) _____
Security _____
Venue / Staff / Housekeeping _____
Liability Insurance for Venue _____
Publicity / Promotion / Printing (posters, flyers, program, marketing, etc.) _____
Courtesy Supplies _____
Decorations, including Centerpieces _____
Thank You Gifts / Recognition (wine presenter, honoree) _____
Silent Auction Expenses _____
Cork Pull Expenses _____
Miscellaneous Expenses _____
Other Description: _____ Amount: _____