

HEA Building Rep EXPENSE VOUCHER: 2016-17

*Actual costs of approved business travel are reimbursed up to the following standard amounts.
(Reimbursement for meals can be exceeded **in unusual circumstances** with approval by the Executive Board*):*

- 1) *Actual costs of breakfast meetings between building representatives and building administrators are reimbursed up to \$10 per person (includes food, non-alcoholic beverage and gratuity)*
- 2) *Actual costs of refreshments for approved building meetings are reimbursed up to the following amounts:*
 - a) *Buildings of 1 to 25 members: \$15.00*
 - b) *Buildings of 26 to 50 members: \$20.00*
 - c) *Buildings of 51 to 75 members: \$25.00*
 - d) *Buildings of 76 to 100 members: \$30.00*

**Reps are asked to seek Exec. Board approval before exceeding reimbursement rates*

Date _____ Name _____ Building _____

DATE	CAR MILES	MEALS, SUPPLIES	DESCRIBE FULLY	BUDGET CATEGORY	AMOUNT
			<i>Building Meeting (see box above)</i>	1.4	
			<i>Breakfast/Lunch with Principal (see box above)</i>	1.4	
Total Car Miles:			=	Total Car Miles Exp.:	
				Total Other Exp.:	
				VOUCHER TOTAL:	

Signature _____

Attach receipt and send via inter-office courier to HEA PRESIDENT @ HEA office

Authorized Signature _____

Date _____

Date received by Treasurer _____

Payment by check # _____

Explanation: _____

HEA EXPENSE VOUCHER 2016-17

Date _____ Name _____ Building _____

Date	Car Miles	Meals, Supplies	Describe Fully	Budget Category	Amount
Total Car Miles:		=		Total Car Miles Exp.:	
				Total Other Exp.:	
				VOUCHER TOTAL:	

Signature _____

Attach receipt and send via inter-office courier to HEA PRESIDENT @ HEA office.

Authorized Signature _____

Date _____

Date received by Treasurer _____

Payment by check # _____

Explanation: _____
