

HEA Building Rep EXPENSE VOUCHER: 2022-23

- * Actual costs of every other monthly meeting between building representatives and building administrators are reimbursed up to **\$10 per person** (includes food, non-alcoholic beverage and gratuity)
- * Actual costs of refreshments or door prizes for approved building meetings are reimbursed up to the following monthly amounts:
 - * Buildings of 1 to 25-unit members: \$15.00
 - * Buildings of 26 to 50-unit members: \$20.00
 - * Buildings of 51 to 75-unit members: \$25.00
 - * Buildings of 76 to 100-unit members: \$30.00
- * Building reps can spend up to '5 months budget' once during the year. Whenever possible, please try to have only reimbursable items on your original receipt/s.
- * **Original Receipt/s should be STAPLED on back-in middle of voucher.** Reimbursement checks will typically, be handed out at monthly rep meetings by the treasurer.

* Reimbursement for meals can be exceeded **in unusual circumstances** with approval by the Executive Board. Reps are asked to contact HEA President to seek Exec. Board approval before exceeding reimbursement rates.

Date _____ Rep Name _____ Building Name _____

DATE Purchased	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 Voucher Amount				

Signature of Rep _____

Hand Deliver or send via inter-office courier to HEA PRESIDENT @ HEA office

Authorized Signature _____
president, vice president or secretary

Date _____

Date received by Treasurer _____

Payment by check # _____

Explanation if needed _____
