

# HEA Building Rep EXPENSE VOUCHER: 2018-19

*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.:	
				<b>VOUCHER TOTAL:</b>	

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: \_\_\_\_\_

\_\_\_\_\_

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