

# HEA Building Rep EXPENSE VOUCHER: 2021-22

- 1) 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)
- 2) Actual costs of refreshments or door prizes for approved building meetings are reimbursed up to the following monthly amounts:
  - a) Buildings of 1 to 25-unit members: \$15.00
  - b) Buildings of 26 to 50-unit members: \$20.00
  - c) Buildings of 51 to 75-unit members: \$25.00
  - d) Buildings of 76 to 100-unit members: \$30.00
- 3) 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.
- 4) **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.
- 5) 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_