

# HEA Building Rep EXPENSE VOUCHER: 2024-2025

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 (refreshments & door prizes) for approved building meetings are reimbursed up to the following:

- 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 \_\_\_\_\_

Date \_\_\_\_\_

Date received by Treasurer \_\_\_\_\_

Payment by check # \_\_\_\_\_

Explanation if needed \_\_\_\_\_

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