

**HAPF Expense Voucher for Reimbursement
For: 2020 WINE TASTING**

- The **DEADLINE** for submitting expense reimbursement requests for the Wine Tasting is **December 3, 2020**. (This is the date of the HAPA General Meeting for December. Expenses may be submitted on, or before, 12/3/20.)
- Expense reimbursement requests should be submitted to the HAPF Treasurer, Erin Hasbrouck. All expenses, donated or reimbursed, should **ALSO** be submitted to Jessica Forsdick and Mary Jane Orsburn, Wine Tasting Co-Chairs, so they can be included in the final Financial Report.
- When making purchases, please use the Sales Tax Exemption Certification form or HAPF tax exempt numbers from Office Depot, Arne’s Warehouse, or Hobby Lobby. **HAPF DOES NOT REIMBURSE FOR SALES TAX.**

Date	Itemized Expenses	Amount
	Total:	

Charge to: _____

Committee/Officer: _____

Approved by: _____ Title: _____

I hereby certify that the above itemized amount(s) were expensed by me for the sole purpose of budgeted expenses authorized by the HAPF Executive Board. I have not been otherwise reimbursed.

Signature

Title

Date Submitted: _____

Print name to whom the check should be written and corresponding mailing address:

Please attach all receipts and mail, email, or give expense voucher to:

**Erin Hasbrouck
207 Aurora Street
Houston, TX 77008
ekallus98@yahoo.com
713-898-8367**

Wine Tasting Expense Categories: Please indicate the appropriate category or categories for the above expense(s).

Caterer

Food (any food not provided by caterer)

Wine

Rentals (linens, dishes, etc.)

Venue / Security / Liability Insurance / Staff / Housekeeping

Publicity / Promotion / Printing (posters, flyers, program, marketing, etc.)

Courtesy Supplies

Decorations

Centerpieces

Thank You Gifts / Recognition

Silent Auction Expenses

Cork Pull Expenses

Miscellaneous Expenses

Other _____