

**HAPA EXPENSE REIMBURSEMENT REQUEST FORM
2021-2022**

DATE	ITEMIZED EXPENSE	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 HAPA Executive Board. I have not been otherwise reimbursed.

Signature

Title

Print name and mailing address of to whom the check is to be written:

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

Julie Vowell-Ramirez
3407 Palm Desert Ln.
Missouri City, TX 77459
j-vowell@hotmail.com
281-832-4441

- Deadline to have all expenses submitted to the HAPA Treasurer for the 2020-2021 year is **May 31, 2022.**
- **Over-budget expenditures must be approved before reimbursement:**
HAPA Bylaws, Article XIII – Financial Affairs, Section 1.
“Any amended or over-budget expenditure must be approved by the President and Treasurer to be eligible for immediate reimbursement. Other over-budget expenditures are eligible for approval by the Executive Board at the end of the fiscal year, provided there are adequate funds available as determined by the President and Treasurer.” *(Page 44 of 2017-2018 HAPA yearbook)*