

**HAPF Expense Voucher for Reimbursement
For: SCHOLARSHIP LUNCHEON on 05-06-2021**

- The **DEADLINE** for submitting expense reimbursement requests for the Luncheon is **May 31, 2021**. (Expenses may be submitted on, or before, 05/31/21.)
- Expense reimbursement requests should be submitted to the HAPF Treasurer, Erin Hasbrouck. All expenses, donated or reimbursed, should **ALSO** be submitted to Melanie Frank and Angela Jackson, Ways & Means 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: _____

Ways & Means (Luncheon) Expense Categories: Please indicate the appropriate category or categories for the above expense(s).

Decorations

Junior League / Food / Security

Printing / Nametags / Postage

Program / Speaker

Centerpieces

Other _____

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**