

**HAPF Expense Voucher for Reimbursement  
For: SCHOLARSHIP LUNCHEON on 05-05-2022**

- The **DEADLINE** for submitting expense reimbursement requests for the Luncheon is **May 31, 2022**. (Expenses may be submitted on, or before, 05/31/22.)
- Expense reimbursement requests should be submitted to the HAPF Treasurer, **Kathy Morin**. All expenses, donated or reimbursed, should **ALSO** be submitted to **Jill Mannino Peck and Ottley Sims, 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
	<b>Total:</b>	

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: \_\_\_\_\_

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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:

**Kathy Morin  
8726 Cedarspur Dr.  
Houston, TX 77055  
ktrav@sbcglobal.net  
713-822-8438**