

**HAPF Expense Voucher for Reimbursement  
For: 2021-2022 SCHOLARSHIP SELECTION COMMITTEE**

- The DEADLINE for submitting expense reimbursement requests for 2021-2022 is May 31, 2022. (Expenses may be submitted on or before 5/31/22.)
- Expense reimbursement requests should be submitted to the HAPF Treasurer, Kathy Morin. All expenses, donated or reimbursed, should ALSO be submitted to Jessica Forsdick, Scholarship Selection Chairman, 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>	

Circle one: Scholarship Committee Expenses or Roses/Award Certificates

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: \_\_\_\_\_

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

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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**