  
 **REIMBURSEMENT FORM**

|  |  |  |  |  |
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| Payable To: | | | | |
| Address: | | | | |
| City: State: Zip: | | | | |
| Purpose: | | | | |
| MEETING/EVENT (Class)  (Select One) | | EXPENSE CATEGORY  (Select all that apply) | | AMOUNT |
|  | Administration | 5002-00 | Annual National Institute |  |
|  | Super PFS | 5003-00 | Regional Board Exp |  |
|  | Winter Gala | 5004-00 | Fall Presidents Mtg Exp |  |
|  | Women in Leadership | 5006-00 | LTC Board Expense |  |
|  | Region 6 | 5009-00 | Director & Planning Mtg |  |
|  | Other | 5101-00 | Audio Visual |  |
|  |  | 5102-00 | Program: Food & Beverage |  |
|  |  | 5103-00 | Meeting Space Rental |  |
|  |  | 5108-01 | Speaker Fees (1099 Reportable) |  |
|  |  | 5108-02 | Speaker: Travel & Gifts |  |
|  |  | 5211-00 | Annual Recognition |  |
|  |  | 5214-00 | Networking Event |  |
|  |  | 5300-00 | Newsletter |  |
|  |  | 5601-00 | Member Recognition & Awards |  |
|  | Other Budgeted Event: | 5950-00 | Web Site |  |
|  |  | 6001-00 | Printing & Supplies |  |
|  | Other Non-Budgeted Event: | 6003-00 | Postage |  |
|  |  | 6501-00 | Secretarial Support |  |
|  |  |  | Other |  |
| GRAND TOTAL |  |

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| Submitted by: |

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| Approved by: Date: |

(Up to $1,000 Committee Chair)

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| Approved by: Date: |

(Over $1,000 HFMA Officer)