

EXPENSE VOUCHER

P _____
 A Name
 Y _____
 E Address
 E _____
 City, State, Zip Code

PURPOSE: _____

 Phone No.: (H) _____ (C) _____

DATE ⇨	/		/		/		/		/		/		/		Total Each Line	
Breakfast (Include Tip)																
Lunch (Include Tip)																
Dinner (Include Tip)																
Hotel																
Taxi/Bus/Car																
Plane																
Auto Mileage \$0.50 Per Mile	Miles		Miles		Miles		Miles		Miles		Miles		Miles		Miles	
Other																
Other																
Total Expense ⇨																

I HEREBY CERTIFY THAT THE ABOVE
 EXPENSES ARE CORRECTLY STATED AND
 WERE INCURRED BY ME AS A NECESSARY
 BUSINESS EXPENSE.

_____ _____
 PAYEE SIGNATURE DATE FILED

LIST PERSONS AT MEAL
 ADDITIONAL COMMENTS: _____

DO NOT WRITE BELOW THIS LINE. FOR INTERNAL USE ONLY.

APPROVED BY: _____

Account Coding: ACCT

CODE	Description	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

IMPORTANT!

ATTACH ALL RECEIPTS, HOTEL
 BILLS, TRANSPORTATION TICKET
 STUBS AND ALL OTHER PERTAINING
 TO THIS EXPENSE VOUCHER.

DATE PAID: _____

CHECK NO.: _____

Finance Policy #1 Reimbursement for HSTA-Retired Activities

The HSTA-R Executive Committee approves the following guidelines and reimbursement schedule for approved HSTA-R activities::

Meals:	Breakfast	\$10.00 *
	Lunch	\$15.00 *
	Dinner	\$25.00 *
Mileage:	Per mile	50 cents ***
Parking:	Per activity at the daily rate with receipt.	
Car Rental:	Approval of HSTA-R President or designee.	
Airfare:	Approval of HSTA-R President or designee.	
Hotel:	Approval of HSTA-R President or designee **	

* Reimbursement is for meals authorized by the President or designee. Receipts are required and amounts are maximums and are not cumulative; itemized receipts are required showing what was purchased. No reimbursements for alcoholic beverages. The amount includes tax and tip.

Meal receipt for attendance at Zoom/electronic transmission technology meetings (e.g. Webex, MS Decisions app) must be dated one day before or on the date of the meeting for reimbursement.

** Hotel accommodations shall be based on double occupancy, whenever possible. If a member requests a single room, HSTA-R will pay for one-half of the cost of the room. If a member shares a room with a non-qualified person, HSTA-R will pay one-half of the cost of a room based on double occupancy.

*** Mileage will be reimbursed for travel from home to the meeting site or neighbor island airport. You must be a passenger in the vehicle to request mileage reimbursement.