

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 \$0.60 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.: _____

HSTA-Retired
Executive Committee
April 1, 2016

Finance Policy #1 Reimbursement for HSTA-R Activities

The HSTA-R Executive Committee approves the following guidelines and reimbursement schedule for approved HSTA-R activities (effective 04/01/16):

Meals:	Breakfast	\$12.00 *	
	Lunch	\$18.00 *	
	Dinner	\$35.00 *	for meeting scheduled beyond 3:30 or flights scheduled beyond 4:30
Mileage:	Per mile	60 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.

** 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.

Rev: 2006, 2010, 2012, 2013, 2014, 2016, 2020, 2023