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Document Name: HSC Expense Report

## Expense Report

### Expense Reimbursement Policy:

1. Expenses \$100 or less can be submitted without pre-approval. One of below officers must sign the form prior to submission to the Treasurer for reimbursement.
2. Expenses \$100 to \$500 must be pre-approved prior to the expense. Two of the below officers must sign the form prior to the expense being incurred and form submitted to the Treasurer for reimbursement.
3. Expenses greater than \$500 must be pre-approved prior to the expense. All three of the below officers must sign the form prior to the expense being incurred and form submitted to the Treasurer for reimbursement.
4. Proof of expense (i.e. receipt, invoice, etc.) must be attached to the Expense Report as part of the submission.

### Expense:

Requestor: \_\_\_\_\_

Requestor Signature: \_\_\_\_\_

Expense Amount: \_\_\_\_\_

Expense Incurred Date: \_\_\_\_\_

Pre-Approval Required (see above): Y / N

Proof of Expense attached:

Expense Description:

### Approval Signatures:

President: \_\_\_\_\_

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_