

HMB AREA ASSOCIATION TRUSTED SERVANT EXPENSE REPORT

Actual expenditures must be reported in writing and documented with receipts.

Report deadlines* are as follows:

Quarter 1 (Jan-Mar) – due April 15

Quarter 3 (Jul-Sep) – due October 15

Quarter 2 (Apr-Jun) – due July 15

Quarter 4 (Oct-Dec) – due December 15**

*Late submissions must be reviewed by Finance Committee which will delay reimbursement.

**If any expenses are anticipated between Dec 16-31, notify treasurer as soon as possible.

NAME _____

ADDRESS _____

SERVICE POSITION _____

REPORTING PERIOD (please circle one):

Quarter 1

Quarter 2

Quarter 3

Quarter 4

TOTAL MILEAGE (detail below): _____

SUPPLIES (receipted): _____

TOLLS & PARKING (receipted): _____

LITERATURE(receipted): _____

POSTAGE (receipted): _____

COPY/PRINTING (receipted): _____

OTHER (receipted): _____

TOTAL EXPENSES: _____

For prompt reimbursement submit form with all supporting receipts by deadlines noted above via:

Email to:
treasurer@ahmbny.org

(preferred method)

OR

“Snail” mail to:
Treasurer, HMB Area Association
Ship & Copy
118 Polar Plaza #114
Amsterdam, NY 12010

MILEAGE DETAIL

DATE	FROM/TO	PURPOSE	TOTAL MILES	2016 rate	\$
				x .35	
				x .35	
				x .35	
				x .35	

(Continue on back if necessary)

Total Mileage: _____