



## HOW TO REQUEST REIMBURSEMENTS OR PAYMENT

The HVPTO recognizes that in the course of chairing or assisting with our fundraising events and programs, you will incur out-of-pocket costs. If you chose to be reimbursed for these costs, please follow the procedures outlined below:

- Prior to your event, you need to obtain a budget from the HVPTO President and Guidelines for handling money from the HVPTO Deposit Treasurer.
- If you need to incur any expense significantly outside the scope of the budget for your event, you must obtain approval from the HVPTO President prior to incurring such expenditures.
- Please submit all requests for reimbursement using the HVPTO Reimbursement Form. The form can be found online at our website: [hvpto.com](http://hvpto.com)
- Please complete the HVPTO Reimbursement Form with all requested information, including who to make the check payable to and where to send the check.
- Attach the receipts, vendor invoices and/or other appropriate documentation to support your request for reimbursement.
- Completed forms can be turned in two ways:
  - Scan completed sheet and receipts and email it all to Wendy Nussbaum at [wendy.nussbaum@gmail.com](mailto:wendy.nussbaum@gmail.com)
  - Return this completed sheet, with receipts, to the plastic Treasurer's Envelope in the HVPTO Box in either the View or Valley office and email Wendy at [wendy.nussbaum@gmail.com](mailto:wendy.nussbaum@gmail.com) to let her know where to pick it up.