


HBA expense form

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HBA volunteers may submit incurred expenses that are in line with [HBA's financial policy](#) for acceptable expenses and have been previously approved by your regional treasurer (or staff contact). **Expenses must be submitted within three weeks of incurring the expense.**

Procedure for Reimbursement:

1. Complete **all three** sections of [HBA Expense Form.xls](#)  (required fields indicated with *)
 2. Scan all original invoices or receipts
 3. Email **the completed form and all scanned documentation** to your Regional Treasurer for approval and submission to HBA finance within 60 days of event date (hbachptrinvoices@hbanet.org). If submitting from a Branch or Affinity Group, please submit to your staff contact.
 4. The HBA will reimburse via ACH or Bank Transfer within 2-3 weeks of receipt of completed/approved form and documentation.
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