

Expense Reimbursement

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NOTE: Please first refer to Expenses and Invoice payments to manage any/all expenses. This article is only for reference should other attempts at expense payments not work, and personal reimbursement is required.

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 payment date (finance@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 the completed/approved form and documentation.
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