

Expenses and Invoice payments

Last Modified on 05/24/2026 3:27 pm EDT

All expenses (Domestic and Global) must be processed through the HBA's finance software, **Ramp**. All expenses should be in line with **HBA's financial policy** for acceptable expenses and have been previously approved by your regional treasurer (or staff contact). There are two approved methods:

1. Invoice Submission

- Submit invoices that require payment to: **hba@ap.ramp.com**. Please ensure all expenses have been approved by the regional treasurer to ensure alignment with event budget. Invoices to this address must come from an @hbanet.org email address.

2. Ramp Credit Card Usage

- Use the **Ramp credit card** for direct payments for approved expenses. Please contact your regional treasurer (or HBA Central Finance finance@hbanet.org) in the absence of a treasurer.

PLEASE NOTE: No cash or personal reimbursements are permitted. All transactions must go through Ramp to maintain proper tracking and compliance.

Revenue Alignment

Expenses for each event **must not exceed the revenue generated**. Please ensure budgets are reviewed and approved prior to incurring any costs.

Who to contact? All HBA locations should contact their regional treasurer for expense preapproval and/or to access a Ramp Credit Card. If you have any questions or need assistance with Ramp, feel free to reach out to the Finance team (finance@hbanet.org).
