



**Herndon High School
Band Parents Association**

Expense Reimbursement Form

To: Treasurer, HHSBPA
P.O. Box 1293
Herndon, VA 20172-1293

From: _____ Sent Payment To: _____

Expense Details (expense only, NO TAX):

Date	Description	Amount

Purpose of Expense:

Expense Submission:

Receipts are necessary. No payment is made without associated receipts. **The HHSBPA is tax exempt and no sales tax is reimbursed.**

Electronic: Complete and save this form on your computer. Scan your receipts. Email this form and all scanned receipts to treasurer@herndonband.org. You must also return the original receipts to the Treasurer (see Manual below).

Manual: Print and complete this form. Put this form and all receipts into a single envelope. Place the envelope in the Red Box or mail the envelope to the PO box above.