



**HERNDON HIGH SCHOOL BAND PARENTS ASSOCIATION  
EXPENSE REIMBURSEMENT FORM**

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

From: \_\_\_\_\_ Send Payment to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Details of Expense:

Date	Description	Amount

Purpose of Expense:

**PLEASE ATTACH ORIGINAL RECEIPTS OR INVOICE (PAYMENT CANNOT BE MADE OTHERWISE).  
NO SALES TAX WILL BE REIMBURSED.**

Put completed form into RED BOX, give directly to the Treasurer or mail to HHSBPA Treasurer at the above address.