

REQUEST FOR REIMBURSEMENT FORM: Revised 2/6/2025

Reimbursement requests from Hawaii FCE must be reported accurately on its form and accompanied by invoices or receipts from the vendor, as applicable. Submit to State Treasurer for reimbursement.
Reimbursements for Convention or HAFCE VP & Education Chair Program Planning Meeting will be given during or after the meetings within 30 days.

HAWAII ASSOCIATION for FAMILY and COMMUNITY EDUCATION
REQUEST FOR REIMBURSEMENT

TO: HAWAII FCE TREASURER Date: _____

Requestor's Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Make check payable to: print in all capitals _____

(Note: Requests for reimbursements must be accompanied by an invoice or receipts from the vendor, as applicable)

Expense	VP/Edu planning Meeting	HAFCE Conference	Other	Describe "Other/ Explanation	Total
Airfare					
Hotel					
Meals					
Supplies					
Postage					
Education Materials					
Copies					
Printing					
TOTALS					

Signature: _____

Please attach receipts to the back and mail to: **Patricia Kubo**

1450 Akialoa Place
Kailua, HI 96734

For State Treasurer's Use Only

Date Received: _____

Budget item: yes no Authorized by: _____ Title: _____

Receipts attached: yes no Check no. _____ Date paid _____ Amt. paid _____