

## HCC Expense Reimbursement Request Form

### Step 1. Identify appropriate expenditure

Please describe how the requested funds will be used and explain how the expenditure will advance the HCC's purpose:

**Please check any that apply:**

- There is consensus among my District Representatives to support this activity and expense
- HCC portable display will be set up with HCC materials.
- HCC survey will be advertised.
- HCC members will participate in the event and be available to meet residents.
- HCC members will provide information informing residents how to learn more about the HCC, including, at a minimum, a reference to the HCC website: [HelenaCitizensCouncil.com](http://HelenaCitizensCouncil.com).
- My District will collect/share information to facilitate communication among neighborhood residents (e.g., email distribution list, Facebook page, Nextdoor).

### Step 2. Estimated cost

Please fill in the blanks below.

<b>Budget Item</b>	<b>Amount Requested from HCC Budget</b>	<b>Amount Contributed by Partners</b>	<b>Total</b>
Postage			
Printing and Duplicating			
Advertising			
Travel and Meeting Expense			
District Outreach			
Other Contracted Services			
<b>Total</b>			

**Additional Explanation:**

**Step 3: HCC Treasurer Approval**

Approved

Denied

Amount Approved:

Signature of HCC Treasurer:

Name and address of member:

**Step 4: Payment Method**

- Reimbursement of HCC member
- Coordinator to arrange billing

**Step 5: Purchase and Obtain Receipt or Invoice**

Please check the appropriate button:

- I paid for the approved expense and am requesting reimbursement. A detailed receipt is attached. Receipts must include the date, what was purchased, the amount of purchase, and the business name.
- The HCC Coordinator has confirmed the vendor will bill the HCC. The goods or services were received and an invoice is attached.
- The HCC Coordinator has confirmed the vendor will bill the HCC. The goods or services were received and the vendor will send an invoice to the Coordinator.

Member Signature:

**Step 6: Submit Completed Form to Coordinator:**

Peggy Benkelman

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