

HASA Reimbursement

Rules to qualify for reimbursement:

- HASA events typically have a chairperson. The chairperson is responsible for knowing the budget for the event and in turn communicating this information to the event committee. All involved should be aware of the budget and make sure expenses are appropriate and staying within the set guidelines.
- If you have an item you feel should qualify for reimbursement, yet there is not an event chairperson, discuss with either one of the HASA Presidents or the HASA Treasurer to confirm expense qualifies prior to purchase.

Process for reimbursement:

- Complete the reimbursement request form located on the Mishawaka Catholic school website, or request a copy from school if you don't have access to the internet.
- Reimbursement can be done in advance by requesting a Scrip card(s) so you don't have to use out of pocket money. If you choose this method, complete a reimbursement form as well as the Scrip form noting the Scrip you are requesting, i.e. Sam's Club \$100, Target \$25, etc. Please use the St. Joe Parish Scrip form as Scrip will be purchased through St. Joseph since this is the central location for the school and where our school pastor resides. Note, 100% of the Scrip profits will go back to the school. After using the gift card(s), you will need to turn in receipts as well as the gift card(s) to verify what was spent. Any remaining balances will then be used for future HASA events.
- Reimbursement can be done after purchase as well. You will simply complete the reimbursement form, attach the appropriate receipt(s) and then a check will be sent to you.
- Reimbursement request forms should be sent into the St. Joe Campus to the attention of Tammy Christianson and she will place in the HASA mailbox.
- All expense reimbursement forms must be approved by the HASA Treasurer and the Principal. They are then sent to the bookkeeper who will generate the check and get it signed by the school pastor, Father Fisher.
- Reimbursement checks will be processed once a week. If there is any delay in the process for any reason, i.e. Father Fisher is unavailable for some reason, you will be contacted.

Thanks to all the families for everything you do for Mishawaka Catholic!