



**Massachusetts Association for Health,
Physical Education, Recreation and Dance**

PO Box 182 - Attleboro, Massachusetts 02703
Telephone (774) 254-4657 - Fax (508) 342-7020

Request for Reimbursement

Name:
Title/Office/Committee:
Address:

**List of Individual Expenses
(Staple Receipts to Back of Form)**

Item:	Amount
Line Item #	
Line Item #	
Line Item #	
Line Item #	
Line Item #	
Line Item #	
Line Item #	
Line Item #	
Line Item #	
TOTAL:	

Signature: _____ **Date:** _____

Please Mail to:
Bill Riley
MAHPERD Business Manager
PO Box 182
Attleboro, MA 02703

MAHPERD Budget Line Items

MAHPERD Annual Convention	Operating	499 - Misc
100 - Facility Basic	400 - President's Expenses	Divisions/Sections/Committees
101 - Facility Extra	401 - President AAHPERD Convention	500 - Health
102 - EMT/Security	402 - President EDA Convention	501 - Physical Education
103 - Audio Visual	403 - President EDA/LDC	502 - Adapted Physical Education
104 - Convention Set Up	404 - President Elect's Expenses	503 - Recreation
105 - Trades Labor	405 - Pres Elect AAHPERD Convention	504 - Dance
106 - Catering	406 - Pres Elect AAHPERD/LDC	505 - Girls & Womens
107 - Speakers	407 - Pres Elect EDA Convention	506 - Boys & Mens
108 - Registration Gift	408 - Pres Elect EDA/LDC	507 - EDA Council for Services
109 - Exec Board Hotel Rooms	409 - Past President's Expenses	508 - EDA Council for Convention
110 - Convention Printing	410 - Exec Director's Expenses	509 - Senior Initiative
111 - Hospitality	411 - Executive Director Travel	510 - Awards Committee
112 - Registration	412 - MAHPERD Office	511 - Athletic Training
199 - Misc	413 - Web Site	512 - Students
Spring Conferences	414 - MAHPERD Equipment	513 - Student Action
200 - Facility	415 - Newsletter	514 - Student Summit
201 - Speakers	416 - Eblast	515 - JumpRFH & HoopsFH
202 - Food	417 - Mailing Service	516 - Advocacy
203 - Audio Visual	418 - Postage	517 - Legislation
204 - Registration	419 - Printing	518 - Professional Days
205 - Printing	420 - Executive Board Meetings	599 - Misc
299 - Misc	421 - Finance Committee Mtgs	Awards Banquet
Personnel	422 - Special Meetings	600 - Facility/Meal
300 - Executive Director Salary	423 - Insurance	601 - Photography
301 - Business Manager Salary	424 - AAHPERD Tax Prep Fee	602 - Audio Visual
302 - News & Inform Manager	425 - Workshops	603 - Awards Program
303 - Convention Reg Manager	426 - EDA Social	604 - Trophies/Awards
310 - Payroll Taxes & Fees	427 - MAHPERD Store	605 - Misc
311 - Payroll Processing	428 - Residual Expenses	
399 - Misc	429 - Legal	