



Massachusetts Association for Health, Physical Education, Recreation and Dance

PO Box 182 - Attleboro, Massachusetts 02703

Telephone & Fax (774) 254-4657

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 #	
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	401 - President Shape Am Convention	502 - Adapted Physical Education
100 - Facility Basic	402 - President EDA Convention	503 - Recreation
101 - Facility Extra	403 - President EDA/LDC	504 - Dance
102 - EMT/Security	404 - President Elect's Expenses	505 - Athletics
103 - Audio Visual	405 - Pres Elect Shape Am Convention	506 - Higher Education
104 - Convention Set Up	406 - Pres Elect AAHPERD/LDC	507 - EDA State Advisory Council
105 - Trades Labor	407 - Pres Elect EDA Convention	509 - Senior Initiative
106 - Catering	408 - Pres Elect EDA/LDC	510 - Awards Committee
107 - Speakers	409 - Past President's Expenses	512 - Students
108 - Registration Gift	410 - Exec Director's Expenses	513 - Student Action
109 - Exec Board Hotel Rooms	411 - Executive Director Travel	514 - Student Summit
110 - Convention Printing	412 - MAHPERD Office	515 - JumpRFH & HoopsFH
111 - Hospitality	413 - Web Site	516 - Advocacy
112 - Registration	414 - MAHPERD Equipment	518 - Professional Days
199 - Misc	415 - Newsletter	599 - Misc
Spring Conferences	416 - Eblast	Awards Banquet
200 - Facility	418 - Postage	600 - Facility/Meal
201 - Speakers	420 - Executive Board Meetings	601 - Photography
202 - Food	421 - Finance Committee Mtgs	603 - Awards Program
203 - Audio Visual	422 - Special Meetings	604 - Trophies/Awards
204 - Registration	423 - Insurance	605 - Misc
205 - Printing	424 - Shape America Tax Prep Fee	Adapted PE Conference
299 - Misc	425 - Workshops	701 - Speakers
Personnel	426 - EDA Social	702 - Facility/Meal
300 - Executive Director Salary	427 - MAHPERD Store	704 - Misc Expenses
301 - Business Manager Salary	428 - Residual Expenses	Leadership Conference
303 - Convention Reg Manager	429 - Legal	706 - Facilities
310 - Payroll Taxes & Fees	430 - Past President's Fund	707 - Speakers
311 - Payroll Processing	499 - Misc	708 - Food
399 - Misc	Divisions/Sections/Committees	711 - A/V
Operating	500 - Health	
400 - President's Expenses	501 - Physical Education	