



HOLY TRINITY SCHOOL GEORGETOWN

HTS-HSA Expense Reimbursement Process

In order to be reimbursed for HTS-HSA expenses that you have incurred the following steps need to be taken:

1. Complete an Expense Reimbursement Form. Make sure you have written your name and the reason for the expense (ie printing programs, mailings, class coffee, etc...).
2. ALL Vendor receipts must be submitted with the Expense Reimbursement Form.
3. A Committee Chair **MUST AUTHORIZE ALL** Expense Reimbursements. It is the responsibility of the person requesting the reimbursement to have a signature or email approval from a Committee Chair before submitting the form to the Treasurer for Payment.
4. Any Expense Reimbursement requests with a total **OVER** \$499.99 the check will have to be signed by Father Kevin, therefore, may take longer to process.
5. Expense Reimbursement Forms can be submitted in the following manner:
 - a. USPS Mail:
Michael Linson
4323 Albemarle Street, NW
Washington, Dc 20016
 - b. Email: IF sending via Email, Requestor must have ALL Vendor Receipts scanned and Committee Chair send an approval email.
michael.linson@gmail.com
 - c. Treasurer Mailbox:
HTS Upper School Front Office

I will do my best to have a quick turn-around on all Expense Checks. If you have not received a Check from me within 2-weeks of submission – PLEASE send me a quick email as to how you submitted your form to ensure it was not lost en-route to me.