



# Holy Trinity School

Washington, DC

## HTS-HSA Expense Reimbursement Process

**In order to be reimbursed for HTS-HSA expenses that you have incurred, you must do the following:**

1. Complete an Expense Reimbursement Form. Make sure you have included your name and the reason for the expense (i.e., printing programs, mailings, class coffee, etc.).
2. Submit ALL vendor receipts 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 the appropriate Committee Chair before submitting the form to the Treasurer for payment.
4. Any Expense Reimbursement requests with a total **OVER** \$499.99 the check must be signed by Father Kevin and, therefore, may take longer to process.
5. You may submit Expense Reimbursement Forms as follows:
  - a. Via email to: [HSATreasurer@htsdc.org](mailto:HSATreasurer@htsdc.org)

Scan and include ALL Vendor Receipts. A Committee Chair may approve via email. If you copy the appropriate Committee Chair on your email submission to the Treasurer, the Treasurer will process the reimbursement once the approval email is received.

- b. HSA Mailbox (located in HTS Upper School Front Office). Please address any envelopes clearly to HSA Treasurer.
- c. Via USPS/mail to: **Holy Trinity School  
1325 36th Street NW  
Washington DC 20007  
Attn: HSA Treasurer**

If you have not received your reimbursement check within two weeks of submission, PLEASE email [HSATreasurer@htsdc.org](mailto:HSATreasurer@htsdc.org) to ensure it was not lost en route.