



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

PO Box 182 - Attleboro, Massachusetts 02703

Telephone & Fax (774) 254-4657

www.ma-hperd.org

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

100 - Facility Basic
 101 - Facility Extra
 102 - EMT/Security
 103 - Audio Visual
 104 - Convention Set Up
 105 - Trades Labor
 106 - Catering
 107 - Speakers
 108 - Registration Gift
 109 - Exec Board Hotel Rooms
 110 - Convention Printing
 111 - Hospitality
 112 - Registration
 113 - Convention Management Team
 199 - Misc Expenses

Spring Conference

200 - Facility
 201 - Speakers
 202 - Food
 203 - Audio Visual
 204 - Registration
 205 - Printing
 299 - Misc Expenses

Personnel

300 - Exec Director Salary
 301 - Bus Manager Salary
 303 - Con Reg Manager
 310 - Payroll Taxes & Fees

311 - Payroll Processing
 399 - Misc Expenses

Operating

400 - Pres Expenses
 401 - Pres National Conf
 404 - Pres Elect Expenses
 405 - Pres Elect National Conf
 406 - Pres Elect SAMs/LDC
 409 - Past President's Expenses
 410 - Exec Director's Expenses
 411 - Executive Director Travel
 412 - MAHPERD Office
 413 - Web Site
 414 - MAHPERD Equipment
 415 - Newsletter
 416 - Eblast
 418 - Postage
 420 - Exec Board Mtgs
 421 - Finance Com Mtgs
 422 - Special Meetings
 423 - Insurance
 424 - Tax Prep Fee
 425 - Workshops
 427 - MAHPERD Store
 428 - Residual Expenses
 429 - Legal
 430 - Past President's Fund
 431 - Filing Fees

432 - ZOOM
 499 - Misc Expenses

Divisions/Sections/Committees

500 - Health
 501 - Physical Education
 502 - Adapted Physical Education
 503 - Recreation
 504 - Dance
 505 - Athletics
 506 - Higher Education
 509 - Senior Initiative
 510 - Awards Committee
 512 - Students
 513 - Student Action
 514 - Student Summit
 516 - Advocacy
 518 - Professional Days
 599 - Misc Expenses

Adapted PE Conference

700 - Facility
 701 - Speakers
 702 - Facility/Meal
 703 - Registration

704 - Misc Expenses

Leadership Conference

706 - Facilities
 707 - Speakers
 708 - Food
 709 - Registration
 711 - A/V

Health Ed Conference

715 - Facilities
 716 - Speakers
 717 - Food
 718-A/V
 719 - CMT Hotel Rooms

720 - Printing

721 - Registration

722 - Misc Expenses

Kids in Motion

800 - Equip Purchase
 802 - Coordinator
 803 - Flipcause Fee
 809 - Misc Expenses

Golf Tournament

810 - Golf Course Fee
 811 - Food
 812 - Prizes
 813 - Charity Donation
 815 - Misc Expenses