PAHF Expense Approval & Payment Process

1. Approval Process

Project Approved & Included in Operational Plan → Budget Approved by Chair, Secretary & Treasurer → Approval sent to PAHF Travel Agent to arrange flight

2. Payment Process

Project Implemented

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A. Expense Claim Form; Scanned Receipts; Event Report Sent to Chair for Approval
B. Expense Receipts sent to Accountant

→ Chair Approves Expenses

→ Expense Claim Form; Scanned Receipts; Chair Approval Sent to Treasurer & Accountant

→ Accountant Records Detail in System

→ Treasurer Pays Expenses

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