



Teacher/Staff Reimbursement Form 2009-2010

Date: _____

Request Submitted by: _____

Check payable to: _____

Reason for reimbursement:

- Field Trip Expense (\$10 per student, can be used for buses, admission fee, and/or chaperone cost)**

Number of Students _____ X \$10 = \$ _____

- Professional Development** \$ _____

- Summer Writing Grant** \$ _____

- Classroom Party Expenses** \$ _____

Approved by Principal: _____

Approved by PTO Treasurer: _____

This form should be submitted to the Principal for approval, and then given to the PTO Treasurer for reimbursement. The check will be placed in your school mail box when ready. Receipts and/or paperwork documenting the costs must be attached for reimbursement. Thank you.

For Treasurer's Use Only

Date Received _____

Account to Charge _____

Date Paid _____

Check Number _____