



TEACHER EXPENSE REIMBURSEMENT FORM

Step 1.) Date of Request: _____ Date Needed: _____

Step 2.) Amount of Request: \$ _____

Step 3.) Person Requesting Funds: _____

Step 4.) PURPOSE OF FUNDS REQUESTED:

Teacher Expense	
<u>Grade-Level Core Knowledge Event / Activity</u> (Asian Celebration, Greek Olympics, Roman Festival, Liberty Wildlife Encounter, etc.)	
<u>Classroom Enhancement</u>	

Step 5.) Check Payable To: _____

Step 6.) Additional Instructions: _____

Step 7.) Teacher Signature: _____

Instructions for Expense Reimbursement

Step 1.) Fill in Date of Request and Date needed.

Step 2.) Fill in the Amount of Request. (Please attach original receipts and keep copies for your records.)

Step 3.) Fill in your name.

Step 4.) Fill in the purpose of the funds being requested and the amount. See examples.

Budgeted Annual Amount:

- Grade-Level Core Knowledge Event / Activity: \$500 per classroom (i.e. 1st Grade has 3 classrooms, so \$1,500 total)
- Classroom Enhancement: \$250 per full-time teacher and \$125 per part-time teacher

Step 5.) Please indicate who the check should be made out to.

Step 6.) Any additional instructions or comments.

Step 7.) Teacher Signature is required for all requests.

Additional information:

- **Please allow 7-10 days** for processing to receive reimbursement.
- **STAPLE all original receipts.** They are required.
- Please include as much **detail/description** as possible.

Questions:

Contact: **Tricia Owen**

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