



# Request for Reimbursement

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Paypal email: \_\_\_\_\_

\*we now do reimbursements via PayPal, not physical checks.

Phone: \_\_\_\_\_

**Event or activity  
(i.e. teacher appreciation  
gala, etc)**

**Description of  
Expense  
(i.e. supplies, food, etc)**

**Amount of  
Expense**

S \_\_\_\_\_

S \_\_\_\_\_

S \_\_\_\_\_

S \_\_\_\_\_

S \_\_\_\_\_

Total Due: S \_\_\_\_\_