



General Expense Reimbursement Form 2021-2022

Requestor _____ Pay to (if other) _____

Committee Chair / Leadership Approval (or attach email approval) _____

Amount Requested _____ Date _____

Please categorize your total amount requested to all categories below that apply. Please provide all supporting receipts electronically (Scan, Picture, etc.) and send them with completed expense reimbursement form to treasurer@muirptsa.org. Your email serves as your electronic signature and is acknowledgment that the reimbursement request is a true and correct claim for expenses. Please retain all receipts until reimbursement is received, in case there are questions.

\$ _____ Auction _____

\$ _____ Other _____

School & Community Events

- \$ _____ After School Programs
- \$ _____ Art Docent Program
- \$ _____ Book Fair
- \$ _____ Community Service (JME Cares)
- \$ _____ Field Day
- \$ _____ Gardening Projects
- \$ _____ Gingerbread House
- \$ _____ Grad Walk
- \$ _____ Health Week
- \$ _____ Heritage Night
- \$ _____ Hospitality
- \$ _____ Kindergarten Welcome
- \$ _____ Moving Up Ceremony
- \$ _____ PTSA Awards/Events
- \$ _____ Parent & Student Enrichment
- \$ _____ Read-a-Thon
- \$ _____ Reflections
- \$ _____ STEM Event
- \$ _____ Spirit Gear
- \$ _____ Staff Appreciation Week
- \$ _____ Vision & Hearing Day
- \$ _____ Watch D.O.G.S.
- \$ _____ Welcome Back Social
- \$ _____ Yearbooks
- \$ _____ Other _____

School/Staff/Program Grants

Please utilize JME PTSA Reimbursement form FY21-22 (Staff)

PTSA Admin & Activities

- \$ _____ Corp/Reg/License Fees
- \$ _____ Insurance
- \$ _____ LWSF Auction Basket
- \$ _____ Leadership & Development
- \$ _____ PTSA Council Support
- \$ _____ PTSA Office Expenses (JME)
- \$ _____ PTSA Office Supplies/Expenses
- \$ _____ Software/Online Services
- \$ _____ Other _____

Membership Related

- \$ _____ Member Incentives
- \$ _____ Other _____

OTHER

- \$ _____ Other _____

Fundraising Programs & Events

- \$ _____ Big Pledge
- \$ _____ Bingo Night
- \$ _____ Art Showcase
- \$ _____ Art Supplies