



JME Staff Expense Reimbursement Form 2021-22

Requestor _____ Pay to (if other) _____

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 acknowledgement 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.

School & Community Events

\$ _____ Community Service (JME Cares)

School/Staff/Program Grants

- \$ _____ 3rd Grade Swim Program
\$ _____ 5th Grade Outdoor Ed Grant (Orkila)
\$ _____ Academic Enrichment
\$ _____ Choir
\$ _____ Emergency Prep Supplies
\$ _____ General School Grant
\$ _____ Grade Level Grants
\$ _____ K-5 Teacher's Grant
\$ _____ Library Curriculum
\$ _____ Music Curriculum
\$ _____ PE Curriculum
\$ _____ Patrol Fund
\$ _____ School Supply Grant
\$ _____ Other Grant _____
\$ _____ Other _____