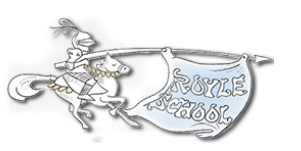
Royle Elementary School PTO 

Teacher Expense Reimbursement Form

**Instructions:**

Include all receipts and submit a completed form to Ms. Presser, or send to

Susan Fiveson (Treasurer):[**RoyleTreasurer@gmail.com**](mailto:RoyleTreasurer@gmail.com)

Subject line: **“Royle Check Request – Teacher Reimbursement”**

|  |
| --- |
| **Submission Date:** |
| **Teacher Name:** |
| **Grade:** |
| **Email Address:** |

|  |  |  |
| --- | --- | --- |
| **Expense Date** | **Expense Description** | **Expense Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Total** |  |

All reimbursement checks will be available in the main office via Ms. Presser unless other arrangements are made with the Treasurer.