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**

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

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

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

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