



MESPTO EXPENSE FORM

(Effective July 1, 2023 through June 30, 2024)

Please follow these procedures to ensure a timely reimbursement process.

Note that incomplete forms or forms missing receipts may result in a delay or denial of your reimbursement request.

1. Complete all items in blue
2. Attach a receipt for each line item. If you have more than 1 item on a receipt, please highlight only items needing reimbursement.
3. Requests for reimbursement should be made within 30 days following the completion of the event or by the deadline determined by the PTO Treasurer.
4. Email reimbursement request and copy of receipt(s) to treasurer@moanalupto.org.

NAME:		DATE SUBMITTED:	
EMAIL:		COMMITTEE:	

Purchase Date	Store/Vendor Name	Item Description	Event/Program	Total Due or Requested (including Tax)

TOTAL AMOUNT TO BE REIMBURSED:

CHECK PAYABLE TO:

By submitting this form, I certify that the amounts listed above for reimbursement are represented accurately.
 Please keep a copy of this sheet for your records and for your committee folder. Thank you.