



## MES PTO EXPENSE REIMBURSEMENT FORM

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. Submit this expense form and copy of receipt(s) to treasurer@moanalupto.org.

NAME:		DATE SUBMITTED:	
EMAIL:		COMMITTEE/GRADE LEVEL:	

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.