

**FLORAL PARK-BELLEROSE SCHOOL PTA
EXPENSE REIMBURSEMENT FORM**

Please submit this form to the Treasurer. Submission of expenses must be received no later than two weeks (14 days) following the date incurred or the date of the event for which it pertains. Approval of committee chairperson is needed if expense incurred by someone other than the chairperson. Use a separate form for each committee or event.

DATE: _____

CHECK PAYABLE TO: _____

PHONE NO.: _____

E-MAIL ADDRESS: _____

COMMITTEE/EVENT: _____

LIST OF EXPENSES TO BE REIMBURSED: (Attach all receipts – reimbursement will not be made for any expenses without a receipt.)

<u>Description of Expense</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL	_____

COMMITTEE CHAIRPERSON APPROVAL: _____

(Keep a copy of this form for your records)