



EXPENSE REIMBURSEMENT INSTRUCTIONS

The following Expense Reimbursement Form must be submitted with every reimbursement request. Completed forms should be emailed to the Treasurer at treasurer@millerdriscollpta.org.

- If you are on a Committee, please submit your expenses to the Chair of the Committee for approval prior to submitting to the Treasurer for reimbursement. The Committee Chair's approval must accompany your reimbursement form.
- Reimbursement requests should be submitted within 30 days of the date for which the expense was incurred, and by any event prior to the end of the fiscal school year (June 30th). Any reimbursement requests received after the 30-day period must go to the Board for approval prior to reimbursement.
- Original receipt(s) should be provided in addition to the Expense Reimbursement Form for each submission.
- The Miller-Driscoll PTA is an IRS recognized 501c3 organization and as such, purchases associated with the organization should be tax-free. Please do not submit for tax reimbursement. Copies of the tax exemption certificate are available through the PTA Treasurer.

In lieu of a reimbursement, your expense can be considered a tax-deductible charitable contribution to the PTA. To qualify your expense as a charitable contribution, please check the box on the form and you will receive confirmation of the donation for your tax file.



EXPENSE REIMBURSEMENT FORM

School Year: 20_____ - 20_____

PTA Event: _____

Date of Expense: _____ Amount: _____

Vendor: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

The Miller-Driscoll PTA is an IRS recognized 501c3 organization. If you would prefer to make your expense a charitable contribution, please check the following box and we will send you a confirmation for your tax file.

Make this a charitable contribution