



Filling out an Expense Reimbursement Form

Accurately filling out an expense reimbursement form streamlines the payment process between the person requesting the check, the president and the treasurer. We've put together these instructions but if at any time you have questions, please reach out to the President or the Treasurer.

General FAQs about an Expense Reimbursement Form:

- 1) Do I need a receipt for an expense reimbursement form?** YES! The president and treasurer will only complete reimbursement forms with a valid receipt. If you lost a receipt (please don't do this) or need a check for something before a receipt is available (example-pizza for an event, delivery driver is bringing the receipt with the pizza), then please communicate with the President and Treasurer BEFORE submitting the expense form.

- 2) Can personal expenses be on my receipt?** The preference is no. We ask that you separate your PTSA and personal transactions so that your receipt only contains PTSA items. If you combine personal and PTSA expenses on one receipt, you forfeit reimbursement of the sales tax to make the reconciliation process easier for all parties that have to verify receipts (president, treasurer and financial audit committees).

- 3) How do I attach receipts to the reimbursement form?** The preference is that the receipt is stapled to the reimbursement form, but the order is reimbursement form and then receipt(s).

- 4) Where can I get a reimbursement form?** Printed forms are available in the "forms" folder in the PTSA mailbox at the school. The "forms" webpage of our website also has a PDF of the reimbursement form that can be printed out.

- 5) Can I attach multiple receipts to an expense form?** Yes, multiple receipts can be attached to an expense form. There isn't a limit per say to how many receipts can be attached, but just use your best judgement in making sure you aren't submitted one expense form so complicated to figure out that it could have been easier understood if multiple forms were submitted.

- 6) Can I attach multiple receipts to an expense form when the receipts are all for different line items?** Yes, you don't need different expense forms for different line items. This is why the expense form has a spot to denote what line item each receipt is assigned to.

- 7) How much detail do I have to give when breaking out receipts on a form?** For example, if you have a receipt for 5 items for \$45.00 from Target, and on the receipt 3 items for \$22.39 were decorations for BINGO and 2 items for \$18.11 were prizes for BINGO, this is how you would fill out the form.

What to do:

Budget Line Item	Vendor	Item Description	Amount
BINGO	Target	Decorations	\$22.39
BINGO	Target	Prizes	\$22.61
			\$45 TOTAL

Pick one of the line items to get the sales tax

What NOT to do:

Budget Line Item	Vendor	Item Description	Amount
BINGO	Target	Balloons	\$8.80
BINGO	Target	25 blue table cloths	\$10.25
BINGO	Target	Glitter	\$3.34
BINGO	Target	Doll	\$11.11
BINGO	Target	Stickers	\$7.00
BINGO	Target	Sales Tax	\$4.50
			\$45 TOTAL

8) How do I fill out the form if I have 1 receipt for multiple line items? For example, you went to Safeway and purchased 12 bubble bottles as Hawk Walk prizes for \$11.64 and you also got \$30 worth of gift cards for talent show volunteers. The total receipt with sales tax is \$45.80. This is how you would fill out the form.

What to do:

Date:	June 3, 2020	
Budget Line Item & Committee Chair:	Hawk Walk & Talent Show (Jill, Jane)	
Is Committee Chair Aware of Purchase:	Yes	
Requested By:	Jill Thunder	
Make Check Payable to:	Jill Thunder	
Address (if check needs to be mailed):	Place in PTSA folder	

Budget Line Item	Vendor	Item Description	Amount
Hawk Walk	Safeway	Prizes	\$11.64
Talent Show	Safeway	Gift cards for volunteers	\$34.16
			\$45.80

TOTAL

Same Receipt

Commentary: again, you select a line item to get the sales tax and making a note on the form that the two line items come from the same receipt helps the next person down understand. ESPECIALLY if you are submitting multiple receipts.

What NOT to do:

Budget Line Item	Vendor	Item Description	Amount
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Hawk Walk	Safeway	Bubbles	\$0.97
Talent Show	Safeway	Gift card for Josie	\$10.00
Talent Show	Safeway	Gift card for Jax	\$10.00
Talent Show	Safeway	Gift card for Jolene	\$10.00
Hawk Walk/Talent Show	Safeway	Sales Tax	\$4.16
			\$45.80

TOTAL

9) What do I do with my completed form? Connect with the president, the president has to review the form and sign it and from there the president will pass the form to the treasurer to have a check cut.

Examples of completed Expense Reimbursement Forms:

STILLWATER ELEMENTARY PTSA 2019-2020
REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM

Date: 4/28/20
Budget Line Item(s) and Committee Chair(s): HAWK WALK / CONVENTION
Is Committee Chair Aware of Purchase: YES
Requested By: MONIQUE
Make Check Payable To: MONIQUE
Address (if check needs to be mailed):

Budget Line Item	Vendor	Item Description	Amount
HAWK WALK	Duvall Print	FOR SSD PRINTS FOR ENVELOPE.	44.80 ✓
CONVENTION	WAPTA	CONVENTION FEE	100.00
			104.80 TOTAL ✓

*Please attach receipt and indicate budget line item per receipt

Requested by Signature: [Signature] Date: [Blank]
President Signature: [Signature] Date: 4/28/20
*Must be signed by the President and the person requesting reimbursement to be complete

Next Steps: Please submit this form and all receipts to President. If not in person, please notify her that form has been placed in her PTSA folder. Once it has been signed off on by President it will be sent to Treasurer for the check. You will be notified when your check is ready or mailed.
Treasurer: Rachel DelCarmen Phone: 206-579-9120 Email: tres@stillwaterptsa.org
President: Monique Linz Phone: 425-322-6308 Email: president@stillwaterptsa.org

For Treasurer Only:
Date Received: 4/29/20
Date Check Written: 4/27/20
Treasurer Signature: [Signature]
Notes:
Entered in MM: 4/30/20 - ck
Check #: 7429
Check Amount: 104.80

STILLWATER ELEMENTARY PTSA 2019-2020
REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM

Date: 9/10/19
Budget Line Item(s) and Committee Chair(s): CLASSROOM / PEIS / Specialist
Is Committee Chair Aware of Purchase: YES
Requested By: MONIQUE
Make Check Payable To: STILLWATER ELEMENTARY
Address (if check needs to be mailed):

Budget Line Item	Vendor	Item Description	Amount
CLASSROOM GIFTS			2400
PEIS			1000.00 ✓
PE Specialist			1000.00
LFE Specialist			1000.00
MUSIC SPECIALIST			1000.00
ART SPECIALIST			400.00
			10300.00 TOTAL ✓

*Please attach receipt and indicate budget line item per receipt

Requested by Signature: [Signature] Date: 9/10/19
President Signature: [Signature] Date: 9/10/19
*Must be signed by the President and the person requesting reimbursement to be complete

Next Steps: Please submit this form and all receipts to President. If not in person, please notify her that form has been placed in her PTSA folder. Once it has been signed off on by President it will be sent to Treasurer for the check. You will be notified when your check is ready or mailed.
Treasurer: Rachel DelCarmen Phone: 206-579-9120 Email: tres@stillwaterptsa.org
President: Monique Linz Phone: 425-322-6308 Email: president@stillwaterptsa.org

For Treasurer Only:
Date Received: 9/10/19
Date Check Written: 9/16/19
Treasurer Signature: [Signature]
Notes:
Entered in MM: 9/16/19
Check #: 7363
Check Amount:

STILLWATER ELEMENTARY PTSA 2019-2020
REQUEST FOR REIMBURSEMENT/CHECK REQUEST FORM

Date: 2/4/20
Budget Line Item(s) and Committee Chair(s): Hawk Eyes / LT FACE
Is Committee Chair Aware of Purchase: YES
Requested By: Rachel Del Carmen
Make Check Payable To: Rachel Del Carmen
Address (if check needs to be mailed):

Budget Line Item	Vendor	Item Description	Amount
Hawk Eyes	Red Pepper	pizza	206.18 ✓
Hawk Eyes	Costco	kick-off dinner	30.45 ✓
			236.63 TOTAL ✓

*Please attach receipt and indicate budget line item per receipt

Requested by Signature: [Signature] Date: 2/4/20
President Signature: [Signature] Date: 2/13/20
*Must be signed by the President and the person requesting reimbursement to be complete

Next Steps: Please submit this form and all receipts to President. If not in person, please notify her that form has been placed in her PTSA folder. Once it has been signed off on by President it will be sent to Treasurer for the check. You will be notified when your check is ready or mailed.
Treasurer: Rachel DelCarmen Phone: 206-579-9120 Email: tres@stillwaterptsa.org
President: Monique Linz Phone: 425-322-6308 Email: president@stillwaterptsa.org

For Treasurer Only:
Date Received: 2/20/20
Date Check Written: 2/13/20
Treasurer Signature: [Signature]
Notes:
Entered in MM: 2/21/20
Check #: 7416
Check Amount: 236.63