



## Swigert PTA Expense Reimbursement Form

Expense Request Details – Use the table below to detail the expenses to be reimbursed. Receipts are **REQUIRED**.

Date	Description	Vendor	Amount

**Reimbursement Request Process:**

**An original invoice/receipt must be attached to this submission.** The two documents comprise your Expense Reimbursement Form. Retain copies for your committee files.

**The expense voucher must be approved by the president and treasurer.** It is the responsibility of the committee chair to ensure that the expense does not exceed budgeted amounts.

***Please send a copy of this form and invoice/receipt to [President@swigertpta.com](mailto:President@swigertpta.com) and [Treasurer@swigertpta.com](mailto:Treasurer@swigertpta.com)***

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Total Amount of Check \$ \_\_\_\_\_ Date Requested: \_\_\_\_\_

Please provide details so treasurer can coordinate payment.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

President Signature

Treasurer Signature