



Moran Prairie PTG

Enriching the educational experience for our students

Expense Reimbursement Form

Employee/Volunteer Name: Date Submitted:

Phone Number: Check Payable to:

Committee/Project:

Delivery Options: Pick up check from Treasurer's Box Place check in box at school

Other:

Itemized Expenses

DATE	DESCRIPTION	AMOUNT
TOTAL REIMBURSEMENT		

Don't forget to attach receipts!

Employee / Volunteer Signature Date

Approval Signature Date

Treasurer Use: Check # _____ Paid on _____ Logged _____