

Peirce PTO Expense Reimbursement Form

Event Name	
Date	
Member Name	
Email	
choose reimbursement method: PayPal/ Zale/ Venmo	
Home address*	
Total reimbursement requested (\$)	

Sr#	Receipt/ Item description	Receipt Date	Amount (\$)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			

1. *Please include home address only if PayPal or Zale or Venmo not available
2. Each committee member should scan all the receipts in electronic PDF format and send to the committee rep (1 PDF/ member)
3. Free phone apps such as Turboscan or PDFelement could be used for scanning the receipts
4. The committee rep should bundle the reimbursement requests from all committee members and verify they are in proper format
5. Committee rep should submit the reimbursement forms (1 for each member) and PDF containing e-receipts (1 for each member) to the Treasurer
6. Treasurer email: **PeirceTreasurer@gmail.com**
7. Electronic Receipts MUST be submitted within 2 weeks of the event
8. Preferred mode of reimbursement will be electronic (PayPal or any other electronic option)