

Guidelines for PTA expense reimbursement

- **All expense reimbursement forms should be submitted within 30 days of the expense.** (see online in the Forms page of our PTA website at www.brinkerpta.org). You can hand the form to the treasurer directly or leave in the Treasurer inbox in the hanging files in the Brinker workroom.
- Make a copy of Expense Reimbursement form for your records.
- Staple **original receipts** to the expense reimbursement form.
- **Circle the amount(s)** on each receipt that are included in the expense report.
- PTA expenses are exempt from sales tax, so **sales tax will not be reimbursed.** The tax exempt form is available online on the Forms page of our PTA website at www.brinkerpta.org). You may present this at purchase time to avoid paying tax for PTA items.
- Make sure to indicate the **Budget Category** on the expense form. If you are unsure of the category, contact your executive board representative.
- **If you are a chair or executive board representative, sign the form** (where a signature is required). Otherwise, **get the signature of the chair or exec board representative to which you report before submitting the expense form to the Treasurer.**