

## Expense Reimbursement Instructions

- If you are on a committee, please submit your expenses to the chair of the committee for approval prior to submitting for reimbursement. The committee chair's approval **must** accompany your reimbursement form.
- Reimbursement requests should be submitted within 30 days of the event for which they were incurred.
- Your reimbursement can be considered a charitable contribution to your child's PTA. To make your reimbursement a charitable contribution, please check the box on the form and we will mail you a thank you letter for your taxes.
- This form must be submitted with every reimbursement request.

If there are any questions regarding reimbursements, please contact Donna Aldaia at [donna.aldaia@gmail.com](mailto:donna.aldaia@gmail.com).

## Expense Reimbursement Form

Please complete and return this form with a self-addressed, stamped envelope to the PTA Treasurer (see below for name and mailing address).

**Date:** \_\_\_\_\_ **Amount Due:** \_\_\_\_\_

**Committee + Position:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of expense:** \_\_\_\_\_

The Miller-Driscoll School PTA is an IRS recognized 501c3 organization. **If you would prefer to make your reimbursement a charitable contribution**, please check the following box and we will send you a letter for your taxes thanking you for your contribution.

☐ Check here to make this a charitable contribution.

**Checklist for reimbursement (please include all of the following):**

- ☐ Original receipt(s)
- ☐ Self-addressed, stamped envelope
- ☐ Committee Chair approval for the expense

Please arrange to mail the above items to the PTA Treasurer at either of the following locations:

- PTA Treasurer mailbox at the school
- Donna Aldaia 81 McFadden Dr, Wilton, CT 06897

All receipts for reimbursements should be received within 30 days after the event for which they are incurred. Requests for reimbursement received after this window will be considered a charitable contribution and we will mail you a letter for your taxes.

Please note the Miller-Driscoll School PTA is an IRS recognized 501c3 organization. As such, purchases associated with the organization should be tax-free. Copies of the tax exemption certificate are available through the PTA Treasurer.

**For Treasurer use only**

Charge to:  
Date:  
Check #: