

Bellefonte Elementary School PTO

Teacher Reimbursement Request or Field Trip Request Form

(revised April 2025)

Each teacher at Bellefonte Elementary is entitled to receive reimbursement from the Bellefonte Elementary PTO for school/classroom expenditures totalling up to \$150 per school year. To receive reimbursement, itemized receipts must be submitted to the PTO treasurer along with this completed form and details of your request.

****Financial Request Forms received after the May PTO meeting will not be accepted.****

Teacher's Name: _____

Teacher's Email Address: _____

Date: _____ Grade/Curriculum Area: _____

Itemized Receipt(s) Attached: YES _____ NO _____

Please briefly summarize: (if a field trip, please include date you are going)

Total Amount Requested \$ _____

Teacher Signature: _____

*******If you are submitting this for a field trip request,** please indicate how and when the payment should be made. Please forward any invoices to bellefontepto@gmail.com or give to the office.

PTO USE ONLY

Approval By: _____ **Title:** _____

Secondary Approval By: _____ **Title:** _____

Date submission was discussed at PTO Meeting if for a larger expense: _____

Date Reimbursement or Payment was made: _____

Who reimbursement or payment was made to: _____

Check # _____ or PTO Credit Card was used _____