

Approved by: _____

SMEEA REIMBURSEMENT/EXPENSE FORM

Refund requests must be submitted within 30 days or by the end of the fiscal year, whichever one is sooner. Please send this form along with all the receipts to

Natalia Martinez at Tunnell Elementary. You can send it through district mail.

Date: _____

Submitted by: _____

Make check payable to: _____

Category	Date	Amount \$	Merchant	Description

Total: _____ Date Paid: _____

Paid With: Transfer: _____ or Check #: _____

Approved by: _____