



# ESTA REIMBURSEMENT FORM

Name/ Site \_\_\_\_\_ Date \_\_\_\_\_

Payee (if not personal reimbursement) \_\_\_\_\_

ITEMIZED EXPENSES			
Date	Expense Category	Brief Description of Expense	Amount
Total Reimbursement:			_____
Please attach receipts; email treasurer prior to exec council mtg.			
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FYI: Expense Categories			
<b>Chargeable Expense Categories:</b> <ul style="list-style-type: none"> <li>• <b>Meeting Expenses</b> (Such as: food for rep mtgs./ site mtgs./ bargaining/ executive board, State Council, organizing, parking)</li> <li>• <b>Operating Expenses</b> (Postage/ printing/communication/ storage/ telephone/ supplies, Misc.)</li> <li>• <b>Programs</b> Membership Events/ Pier to Pier Walk/ Who Awards/ End of year Gala</li> <li>• <b>Conferences</b> _____ (Leadership Conferences/ GoodTeaching/ Human Equity/ issues Conference)</li> </ul>		<b>Non-chargeable</b> These need to be 20% our budget or less <ul style="list-style-type: none"> <li>• Ed Foundation</li> <li>• Retiree Gifts</li> <li>• PTA Run</li> <li>• School Board Dinner</li> <li>• New Teacher Lunch</li> <li>• ESTA Scholarship</li> </ul>	

Approved \_\_\_\_\_  
Initials

Executive Council Meeting \_\_\_\_\_  
Date