



Expense Reimbursement Procedures

Sunny Hills Elementary PTA

A signed Expense Reimbursement Form must be submitted to the PTA box located in the Main Office, under the volunteer sign-in counter. Expense Reimbursement Forms will not be picked up from any other location.

Expense Reimbursement Forms will be picked up each week, on Friday. Please feel free to follow up with the treasurer directly to confirm receipt of your form.

A reimbursement check will be issued and mailed to you within 1 week of the Friday your form was picked up, unless otherwise prearranged with the treasurer.

If you have not received your check via mail within 8 business days of that Friday, please follow up with either your chair, director, or the treasurer directly.