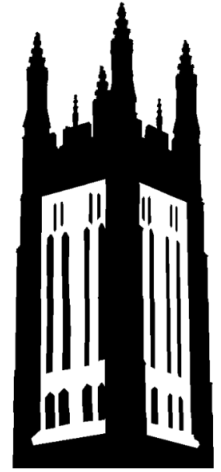


DWIGHT MORROW HIGH SCHOOL ALUMNI EDUCATIONAL ALLIANCE (DMHSAEA) “We’ve Got Your Back” Program



Teachers’ Out-of-Pocket Expense Reimbursement Request

The DMHSAEA offers to reimburse teachers for out-of-pocket expenses for classroom supplies that are not reimbursable by the school district.

Rules:

- This is only for supplies related to academic activities. Recreational, extracurricular and personal supplies are not covered, even if they are used during school hours or on school grounds.
- Each teacher’s limit is \$100 per semester.
- If the item is used during multiple semesters, reimbursement of the entire cost will be made during the first semester of use.
- We will accept requests only by email, not on paper or by fax.

Instructions:

- Keep the receipt and complete this form. (The spaces in the form will expand to fit your text.)
- Receipts should be included at the bottom of this form. For paper receipts, scan them and paste the image to this form. For emailed receipts, cut/paste to this form. Do not send receipts as separate files.
- You can group multiple purchases in one form or submit one at a time.
- Email this form with images of the receipts to DMHSAEA Board member Andrea Morrisey at sunshine6407631@gmail.com. **The subject line should be “WE’VE GOT YOUR BACK”.**
- Payment will be mailed as a paper check.
- You can download this form from our website: <http://www.dmhsaea.org/grants>

Description of item	Quantity	Date of purchase	Approx. month / year of planned use	Total cost, including tax	Justification/explanation

Name of teacher:	
US Mail address where check can be sent:	
Email address:	
Cell number (optional; to be used if clarification needed):	

Paste your digital or scanned images of your receipts as additional page(s). Do not send them as separate files.

Please make sure that your email's subject line is "WE'VE GOT YOUR BACK."