

# TPO EXPENSE REIMBURSEMENT AND VENDOR PAYMENT FORM

Please complete this form and send the form and copies of the receipts to:

[TPOTreasury@gmail.com](mailto:TPOTreasury@gmail.com)

Thank you for submitting your expenses in a timely manner.

Ema Lou, TPO Treasurer

## Expense Reimbursements

- Reimbursements are made by check and are usually mailed within 7 to 10 days after an expense form has been received. Or you may choose to pick up your check from the TPO mailbox in the Trinity Mailroom.
- It helps to keep TPO purchases separate from personal shopping.
- Copies of receipts are required for reimbursement. Please use a scanning app to convert any pictures of receipts into pdfs prior to sending. Also, be sure that all receipts are legible once scanned.
- For Amazon purchases, please send the order invoice (it's already a pdf) which has the complete purchase details. Please do not send screen shots of the order.
- Please include all taxes in your reimbursement.
- Please cash your check within 30 days upon receipt.

## Non-reimbursable Expenses

TPO does not expect parents to pay out of pocket for items excluded from the budget but realizes that this situation arises. If you have paid out of pocket for items, please include these in the Non-Reimbursable Items part of the form. This helps with improving budgets in the future so that TPO can maintain the same quality of events.

## Vendor Payments

If you are coordinating payment to a vendor for a service (catering, DJ, lighting etc) over \$600, please reach out to the TPO Treasurer prior to making payment. TPO will work with Trinity to make these payments.

## Tax Exempt Information

TPO reimburses for taxes that are paid as part of your expense. If your event has a significant expense in which a tax saving would be beneficial, TPO can work with Trinity and use their tax-exempt status. Please reach out to the TPO Treasurer for more information.

## TPO EXPENSE REIMBURSEMENT FORM

Your Name: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Event Committee Chairperson: \_\_\_\_\_

Event name: \_\_\_\_\_

Event Date: \_\_\_\_\_

*Please print and complete this form. Once completed, please scan this form and any receipts into **ONE pdf** and email to [TPOTreasury@gmail.com](mailto:TPOTreasury@gmail.com). Please submit within two weeks of your event being completed.*

*TPO does not expect parents to pay out of pocket for items excluded from the budget. If you have paid out of pocket for items, please include these items in the Non-Reimbursable items table below to improve future budgets.*

**Thank you for submitting your expenses in a timely manner – Ema, TPO Treasurer**

Expense Date:	
Make Check Payable to:	Mail the reimbursement check to this address:
Phone: Email:	Or check here if you prefer the check to be left in the TPO mailbox for pick up. <input type="checkbox"/>

Reimbursable Expenses		
Quantity	Description/Detail	Amount
		\$
		\$
		\$
		\$
		\$
	TOTAL	\$
Out of Pocket Non-Reimbursable Expenses		
Quantity	Description/Detail	Amount
		\$
		\$
	TOTAL	\$

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Ema Lou, TPO Treasurer

\_\_\_\_\_  
Check Number