



- ✓ Submit this form once you have reached \$200 in expenses.
- ✓ Must be submitted by April 15 in order to receive reimbursement.
- ✓ Fill out the form completely.
- ✓ Receipts must be attached to the form.
- ✓ Send the completed form with receipts through interoffice mail to the District Office, Attn: REEF.
- ✓ REEF will reimburse up to a maximum of \$200 for classroom expenses per school year.

[illegible]

**Budget category** Teacher Reimbursement