

Neil Armstrong PTO

Field Trip Reimbursement Form

Teachers: Please note that field trip reimbursement has increased to \$10.00 per child.

It is preferred that checks be made payable to field trip location rather than the individual whenever possible.

Checks in the field trip amount will be returned to the teacher as soon as possible after reimbursement form is turned in. Teachers will be responsible for sending checks to field trip facility.

Teacher(s):

Field Trip Location:

Field Trip Date:

Check made payable to:

Check amount needed:

Date check needed:

Signature of Person Submitting:

Please attach copies of any receipts/invoices pertaining to this field trip and return to PTO Mailbox.

Thank you!

Treasurer Use Only:

Date check paid:

Check #: