



**Glendale Teachers Association**  
3233 N. Verdugo Road, Glendale, CA 91208  
(818) 240-3924  
www.glendaleteachers.org



## **REQUEST FOR REIMBURSEMENT**

- Please submit completed form within 30 days of expenditure to GTA office at [glendaletaoffice@gmail.com](mailto:glendaletaoffice@gmail.com).
- Please include copies/pictures of itemized receipt(s). Write your name and site name on each receipt.
- This request will be processed and a check mailed to your home address within two weeks of submission.

Today's Date: \_\_\_\_\_

Your First and Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

School Site: \_\_\_\_\_

Reimbursement Amount: \$ \_\_\_\_\_

### **Description of expense in detail.**

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**For office use only (do not write below this line):**