



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



**REQUEST FOR REIMBURSEMENT**

- **Must be turned in within 30 days of expenditure**
- **Please include original itemized receipt**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

**Amount: \$** \_\_\_\_\_

**Description of Expense in Detail:**

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