



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 the GTA office (glendaletaoffice@gmail.com).
- Please include copies of the itemized receipt(s). Make sure to write your name and site name on the receipt.

Date: _____

Name: _____

School Site: _____

Amount: \$ _____

Description of expense in detail.

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