



SCHOOL OF ST. MARY

To Learn, To Serve, To Lead

2022-2023

Teacher Organized After-School Activity

REIMBURSEMENT REQUEST FORM via PAYROLL

Requestor/Teacher: _____ Date of Request: _____

Activity Name: _____

Start & End Dates of Session: _____

of Classes Taught Per Session: _____

Fee \$ Charged Per Student	# of Students Registered	Total \$ Amount Charged

Total Teacher Reimbursement (90% of Total Amount Charged): \$ _____

To Be Paid Via the Payroll System

**Business Office Use Only
Received:**

Approved: