

Teaching Artists Course: Reimbursement Form

Staple ORIGINAL receipts to form. You will not be reimbursed without receipts.
Make copies for your records. *Please write legibly.*

- *Use for reimbursement for peer teaching and classroom presentations.*
- \$15 maximum for peer and classroom teaching
- \$25 maximum for Jackson team teaching
- Check with instructor and in TA closets before purchasing supplies.

Name _____

Address _____

City/State/Zip _____

Itemized list of receipts	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total _____

Date

Purpose of purchase