



Jackson Elementary School PTO
2561 Francisco Drive
El Dorado Hills, CA 95762
501(c)(3) Tax ID: 91-1816260

Reimbursement Policy

Effective Date: June 1, 2025

1. Purpose

This policy establishes guidelines for reimbursing employees and volunteers for reasonable and necessary expenses incurred on behalf of the Jackson Elementary School Parent Teacher Organization (PTO).

2. Eligible Expenses

Reimbursable expenses must be pre-approved either by prior authorization via the budget, or by the PTO President, Hanna Calleri (president@jacksonedhpto.org) or PTO Treasurer, Shawna Hook (treasurer@jacksonedhpto.org). All expenses must be directly related to organizational operations.

3. Reimbursement Process

- Requests must be submitted within 30 days of the expense being incurred, or 30 days post event the expense is benefiting (whichever is later), using the attached Expense Reimbursement Form to be considered eligible for reimbursement.
 - Exceptions apply to teacher and room parent stipends, which may be submitted up to one week prior to the last day of school.
- Receipts or appropriate documentation are required for all expenses.
- Reimbursements will be processed within 14 days of approval.

4. Approval and Compliance

All reimbursement requests are subject to review and approval by the organization President and Treasurer. Jackson PTO reserves the right to deny reimbursement for expenses deemed unnecessary or outside the scope of this policy.

For questions, contact Shawna Hook at treasurer@jacksonedhpto.org