

Instructions for PSP Mentor Reimbursement Form

_____ Mentor Name <i>Only fill in if new & check field at right. New ?</i>	_____ Mentor address <i>Only fill this in if new information & also check in 'New?' field at right.</i>	New ?
_____ Mentor Phone Number	_____ Mentor Email <i>Only fill this in if new information & also check in 'New?' field at right.</i>	New ?

			Scholar Name:	Scholar Name:	Scholar Name:	
EXPENSES						
Date	To whom paid	Purpose	Amount	Amount	Amount	Total Receipt
Date of activity	Where scholar funds were spent	Examples: 'Dinner to discuss grades' for a restaurant or 'saw Lion King' if you paid Ticketmaster.	Specify the funds spent for each scholar in these columns. Mentors split their own costs across all scholars who participated in the activity. Example: 3 scholars and 1 mentor attend a play and tickets are \$100 each for a total of \$400. Each scholar's expense should be \$133.33 (\$400/3 scholars)			Form will calculate total cost based on your entry at right.
			<i>Anthony</i>	<i>Cesar</i>	<i>Gio</i>	
<i>9/25/2019</i>	<i>Mongolian BBQ</i>	<i>tried new ethnic food</i>	<i>\$12</i>	<i>\$12</i>	<i>\$12</i>	<i>\$ 36.00</i>
<i>9/25/2019</i>	<i>Pantages theater</i>	<i>to see Wicked musical</i>	<i>\$133</i>	<i>\$133</i>	<i>\$133</i>	<i>\$ 399.99</i>
<i>9/25/2019</i>	<i>parking</i>	<i>parking for theater</i>	<i>\$3</i>	<i>\$3</i>	<i>\$3</i>	<i>\$ 9.00</i>
Subtotal EXPENSES			<i>\$ 148.33</i>	<i>\$ 148.33</i>	<i>\$ 148.33</i>	<i>\$ 444.99</i>
MILEAGE						
Trip Date	Start Point	End Point	Miles/Scholar	Miles/Scholar	Miles/Scholar	Total # Miles
	There will be two trips for most outings. One trip is on the way to your destination and the second trip is on the way home. (You might have more than one trip if you go to more than one place on an outing.) See example below.		Divid total number of miles across the scholars on your outing. See example below.			Form will calculate totals based on your entry at right.
<i>9/25/2019</i>	<i>El Monte High School</i>	<i>Pantages Theater</i>	<i>6.30</i>	<i>6.30</i>	<i>6.30</i>	<i>18.90</i>
<i>9/25/2019</i>	<i>Pantages Theater</i>	<i>Home (after dropping scholars)</i>	<i>7.20</i>	<i>7.20</i>	<i>7.20</i>	<i>21.6</i>
Subtotal MILEAGE (# of miles x \$.50 = Subtotal)			Form calculates total cost based on your entries above.			<i>\$ 20.25</i>
TOTAL			Form calculates total expenses based on your entries.			<i>\$ 465.24</i>

Are all permission slips for the listed expenses included with this request?

Yes

No

If no, please explain below

Signature: _____

Date: _____

PSP Approval: _____

Date: _____

Questions/Comments:

All receipts should be taped to a separate piece of paper when submitted with form.

Mail this form and original receipts to PSP at
 PO Box 156, El Segundo, CA 90245
 OR to partnershipscholars@gmail.com