

DuFief Elementary School PTA – Staff Reimbursement Policy

2025-2026 School Year

How to Apply for Reimbursement

Submit all reimbursement requests online at: <https://www.dufiefpta.org/your-pta/reimbursements>

If desired, you may submit a request without receipts to obtain pre-approval from the PTA for a planned expense. Once approved and purchased, simply go back and edit your submission to add the receipts.

Requirements for Reimbursement

The DuFief ES PTA will reimburse school staff for expenses that benefit the school, students, and/or complement the curriculum. Applications will be reviewed by the PTA's Board of Directors on a monthly basis, in the order that they are received. The PTA board will verify with the Principal that the expense benefits the school, and is not already covered by MCPS or the school Independent Activity Fund.

Receipts are required for all reimbursements. Non-consumable items purchased with PTA proceeds are the property of DuFief Elementary School PTA.

Budget

For K-5 classrooms, it is up to each grade-level team to coordinate spending priorities and allocations for each individual classroom. The grade-level budgets are set on a pro rata basis according to enrollment.

TOTAL STAFF REIMBURSEMENT BUDGET	\$2500
Kindergarten Team	\$292.50
1 st Grade Team	\$315.00
2 nd Grade Team	\$307.50
3 rd Grade Team	\$360.00
4 th Grade Team	\$352.50
5 th Grade Team	\$360.00
Non-classroom staff*	\$512.50

*No individual will be reimbursed more than \$300. You may submit a receipt for an item that exceeds this limit, but your reimbursement will be capped at \$300.

Timeline

Applications for reimbursement are accepted on a first-come first-serve basis, within the budget constraints outlined above, up until April 20, 2026. After that date, if the total staff reimbursement budget has not been exhausted, then reimbursements exceeding the individual and team limits may be considered by the PTA board.