

Expense Reimbursement Form

North School Parent Group

2015-2016

INSTRUCTIONS

1. Photograph receipts with your smartphone
2. Fill out email form below and attach photographs. If cannot attach receipt photos, send in multiple emails
3. Email to northvpfinance@gmail.com, scheible.jean@gmail.com and committee chairperson.
4. Include PayPal account email for check-less reimbursement

REQUIRED FIELDS

1. Date:
2. Amount:
3. Payable To (*PayPal account email preferred*):
4. Event / Committee:
5. Description:

6. *OPTIONAL FIELDS*

Send to Address (*if no PayPal email account*):