

Expense Report Form

When you have made purchase(s) for which you need reimbursement, please turn in the receipt(s), attached with this expense report. The receipt(s) and report should be submitted to me, **no later than 30 days after the event** to Joy Prevost, c/o Georgiana, 2nd grade.

For any questions, please feel free to send an email to jsrprevost@hotmail.com.

Name: _____ Name and Grade of Oldest Child: _____

<u>Event(s)/Grade(s)</u>	<u>Item(s) Purchased</u>	<u>Cost</u>	<u>Notes</u>

TOTAL: _____

Please attach receipt(s) to this form.

For Guild Use:

Check #: _____ Date: _____ Notes: _____