



OLPH Women's Club Expense Reimbursement Form

To receive reimbursement for expenses incurred for an OLPH Women's Club event, please email your ORIGINAL receipts, and this completed form to:

Julie McShane

OLPHWCTreasurer@gmail.com

Please keep copies of the receipts and this form for your records. A reimbursement will be transferred to your bank account within 2 weeks.

Please contact Julie McShane, OLPH Women's Club Treasurer, with any questions at OLPHWCTreasurer@gmail.com or 847-309-8757. Thank you.

(Please print)

DATE:	
NAME:	GUILD #:
PHONE #:	EMAIL:
ADDRESS:	
EVENT:	EVENT DATE:
DESCRIPTION OF EXPENDITURES:	AMOUNT:
TOTAL AMOUNT REQUESTED TO BE REIMBURED:	