



OLPH Women's Club Expense Reimbursement Form 2025-2026

To receive reimbursement for expenses incurred for an OLPH Women's Club event, please email this completed form AND a picture of your ORIGINAL receipts to: OLPHWCTreasurer@gmail.com

If you prefer to mail these documents, they can be sent to the address below:
Ann Demand/Treasurer, OLPH Women's Club, 1775 Grove Street, Glenview, IL 60025

Please keep copies of the receipts and this form for your records. The reimbursement will be fulfilled via check and will be sent within 2 weeks of the date of the original request received.

Contact Ann Demand, OLPH Women's Club Treasurer, with any questions at OLPHWCTreasurer@gmail.com or 847-757-7447. Thank you!

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