



THE ACADEMY
at ST. JOAN OF ARC

Parent Volunteer Community ("PVC")

Expense Reimbursement Form

Instructions: Complete and submit this form to Kate Ommen (PVC Treasurer). *All receipts should be attached and detailed.* Reimbursement will only be made for expenses approved in advance by the PVC. Please allow 1-2 weeks to be reimbursed. If this is a problem, please let us know.

The form can be submitted as follows:

- Scanned and emailed to Kate at kate@twopointommen.com
- Dropped off at Kate's house at 9344 Bennett Ave, Evanston, 60203

Date of Request	
Event or Reason for request for reimbursement	
Name, email, and phone number	
Address to send check	
Description of expense	
Total amount due	

Please contact Kate Ommen at 847.409.6313 or kate@twopointommen.com with any questions.