



THE ACADEMY

at ST. JOAN OF ARC

Parent Volunteer Community ("PVC")

Expense Reimbursement Form

Instructions: Complete and submit this form to Holly Conley (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 Holly at hollymconley@gmail.com
- Dropped off at Holly's house at 9510 Hamlin 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 Holly Conley at 773.844.8087 or hollymconley@gmail.com with any questions.