

# IHM Home & School Association

## Expense Reimbursement Form

Instructions: Please fill out all sections of the form, staple all receipts and return to  
Maureen Jeakle via kidmail - Maddie Jeakle - Grade 2 (Simon); or  
email scanned receipts and completed form to Maureen at mjeakle@gmail.com.

Submitted by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Mailing Address\*: \_\_\_\_\_

\*all checks will be mailed or will need to be picked up via the parish office; checks are no longer sent home via kidmail

Date on Receipt	Paid to (Name of Store, Business, etc.)	Description	Committee	Amount
			<b>Total</b>	
Approval by Treasurer: _____				
Date Sent to School office: _____ _____				