



2016-2017 Parent Group West Hillsborough School

Expense Reimbursement Form

We are honoring our children's request to protect the environment by using a paperless system for expense reimbursement. It is more accurate, has better tracking and will make the end of year tax reconciliation much easier. Please use the following link to submit your reimbursement and payment requests: <https://goo.gl/forms/gycGQcRILvJ31Bsh2>

If you still desire to use a paper form, see below. Please complete the form and attach all receipts or invoices. Make an extra copy for your Committee Chairperson and deliver the original with receipts/invoice to: Julie Fleischer, WPG Treasurer (You can place in the Treasurer's folder in the West School Office or mail it to me at 380 Moseley Road, Hillsborough, CA 94010). **PLEASE NOTE: Completed Reimbursement Expense Forms with receipts must be received by the Treasurer no later than 60 days after event completion to qualify for reimbursement.** If there's any question or concern, please contact me at wpgbtreasurer@gmail.com or at 415-310-2129.

Committee Title: _____

Chairperson: _____

Your Name: _____ Date: _____

Your Email: _____ Phone: _____

Total Cost to be Paid/Reimbursed: \$ _____

Committee Chairperson or WPG President approval/signature:

X _____

Check One: _____ Vendor Invoice, OR _____ Expense Reimbursement

Item(s) Ordered/Purchased:

Ordered/Purchased From: _____

WPG Treasurer should...

Make Check Payable to: _____

Mail Check to (address): _____

*******Please remember to include all receipts or invoices! Thank You!*******

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Treasurer's Use: Date: _____ Amount: _____ Check No: _____

Budget Category/Item: _____