

**PENN VALLEY ELEMENTARY HSA 2019-2020  
EXPENSE REIMBURSEMENT FORM**

**Instructions:**

1. Complete this form.
2. Attach receipts, highlighting relevant reimbursement items and verifying that the amount matches the total requested on this form.
3. Scan and email, or drop off in the Treasurer's box in the school office, the Expense Reimbursement form along with your receipts:

Treasurer:  
Qingyi (Freda) Drechsler  
232 Stacey Rd  
Penn Valley, PA 19072  
email: [pennvalleytreasurer@gmail.com](mailto:pennvalleytreasurer@gmail.com)

***Thank You!***

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event/Purpose of expenditure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Description of Expenses Amount***

**TOTAL \$**

***Treasurer's Record: Check # \_\_\_\_\_ Date \_\_\_\_\_***