

Wish Expense Reimbursement Form

- For budget information by volunteer role, refer to this [Budget Information](#) document
- This form can be submitted immediately after a purchase is made. Please note that the deadline for submission is no more than 2 weeks after your wish child's wish date.
- If you are submitting for reimbursement for multiple wish children, please carry out separate transactions and/or indicate the wish child's name next to each item and amount.
- You must submit this form with **copies of receipts** to be reimbursed.
- Please submit this form *via email to your wish coordinator* for faster processing and reimbursement.
- We **cannot** reimburse for taxes unless it has been brought to our attention that our [tax-exempt form](#) was denied.
- If a portion of your purchase was discounted or donated, please make a copy of the receipt that reflects the donation **and** submit an [in-kind donation form](#) as well.

Wish Child:

Store/Vendor	Item	Amount
	Total:	

Please send my reimbursement to:

Wish Volunteer Name:		
Address:		
City:	State:	Zip:
Phone #:		

