**EXPENSE REQUEST**

\*Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \*Amount\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Request For Refund \_\_\_\_\_\_\_\_\_ Person to be Reimbursed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (for Individuals)

\*\*Request for Payment \_\_\_\_\_\_\_\_\_\_

Receipts and/or invoices must be submitted with this request.

\*Description :

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Budget Category(s) – see reverse

1. #\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. #\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. #\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team Chair

\* Required entries \*\*Mark choice

**EXPENSE/REIMBURSEMENT REQUEST**

**EXPENSE CATEGORIES**

**Worship Fellowship**

 3101 Altar Supplies 3601 Coffee Cart

 3102 Enhancements 3602 Cong. Meeting

 3103 Bulletins 3605 4th of July

 3106 Choir Music 3606 Easter Breakfast

 3608 Christmas

**Serving** 3609 Kitchen Supplies

 7019 Community Fund

 7021 VdC Inreach

 2206 Supper at Six **Property**

 3903 Facilities Repair &

 Replace

**Outreach** 3905 Custodial Supplies

 3301 Advertising

**Learning Administration**

 7020 Faithformation 4001 Office Supplies

 3401 Adult Education 4002 Postage

 3402 Nur. – 5th 4007 Petty Cash

 3405 VBS 4103 Pew Envelopes

 3407 Trunk or Treat

**Youth**  **Designated/Memorial Funds**

 7005 Youth Group 7002 Campership

 3503 Mission Trip 7003 Facility Capital Repair

 3504 Retreats, Camps and Conferences 7019 Community

 7029 Young Adult Group