



# Expense Reimbursement Form

NAME: \_\_\_\_\_ PHONE: (    ) \_\_\_\_\_ DATE: \_\_\_\_\_

Receipt Attached     No Receipt Attached

## INSTRUCTIONS:

1. All expenses **MUST** be approved in advance or they are not subject to reimbursement.
2. Reimbursements will **not be accepted** unless they are signed by an approved ministry leader.  
**(Ministry leaders must have the signature of an elder; they may not sign their own forms.)**
3. Please attach all receipts and documentation to the back of form.
4. Please use the back of the form to correctly categorize your reimbursement
5. You will be reimbursed for all ministry related expenses dated within **30 days** of the receipt.
6. All reimbursements are subject to a minimum one week processing time.
7. **Please turn forms in to the Admin wall pocket in the office, at the top of the stairs.**
8. Reimbursement checks will be available for pick up during business hours, Tues-Fri, 9am – 4pm. Also, Sunday mornings by seeing the Office Admin.

## ITEMIZED EXPENSES:

DATE	AMOUNT	ACCOUNT TO BE CHARGED	MEMO DESCRIPTION

TOTAL EXPENSES TO BE REIMBURSED: \$ \_\_\_\_\_ YOUR SIGNATURE \_\_\_\_\_

MINISTRY LEADER'S SIGNATURE \_\_\_\_\_

## Cedar Springs Community Church Expense Account Listing

Please List the account to which your expense applies

### Office Expenses

1. Office Equipment
2. Office Supplies
3. Postage and Delivery
4. Printing and Reproduction

### Facilities

1. Flowers & Decorations
2. Banners/Posters
3. Janitorial
4. Maintenance
5. All Church Events

### Children's Ministry

1. Nursery
2. Sunday School

### KidSafari

1. Advertising
2. Classroom Supplies
3. Equipment
4. Events
5. Groceries
6. Licensing Fees
7. Maintenance
8. Office Administration
9. Outdoor Equipment & Projects
10. Pre-School
11. School Age
12. Staff Training
13. Toddlers

### Youth Group

1. Camps and Retreats
2. Espresso Supplies
3. Youth Activities

### Discipleship & Training

1. Trilogy

### Outreach and Evangelism

1. Celebrate Recovery
2. Community Care

### Pastoral

1. Conferences
2. Educational Materials
3. Flowers, Gifts, Etc
4. Guest Speakers
5. Hospitality
6. Leadership Activities
7. Mileage Reimbursement

### Worship

1. Conferences
2. Service Supplies
3. Worship Events and Activities
4. Worship Supplies