

# EXPENSE REIMBURSEMENT FORM

# United Christian Church

Please attach all receipts to the back of this form.

## ADMINISTRATION

Dues, Subscriptions, Lic. & Permits \$ \_\_\_\_\_  
 Furniture, Fixtures & Equip. Office \$ \_\_\_\_\_  
 Office Supplies \$ \_\_\_\_\_  
 Marketing & Graphics \$ \_\_\_\_\_  
 Meeting Expense \$ \_\_\_\_\_  
 Pastoral Supplies \$ \_\_\_\_\_  
 Postage & Delivery \$ \_\_\_\_\_  
 Printing, Ink & Reproduction \$ \_\_\_\_\_  
 Staff Dvlpmt. (Conf, Meetings, Travel) \$ \_\_\_\_\_  
 Software, Hardware & Equip. Telephone \$ \_\_\_\_\_  
 Banners \$ \_\_\_\_\_  
 Website \$ \_\_\_\_\_

## ADULT PROGRAMS

Childcare  
 Curriculum/Resources \$ \_\_\_\_\_  
 Discipleship \$ \_\_\_\_\_  
 Meeting Expense \$ \_\_\_\_\_  
 Men's Ministry \$ \_\_\_\_\_  
 Ministry Leaders Development \$ \_\_\_\_\_  
 Small Group Ministry \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## CHILDREN'S PROGRAMS

Children's Camps \$ \_\_\_\_\_  
 Classroom Equipment \$ \_\_\_\_\_  
 Curriculum/Resources - Children \$ \_\_\_\_\_  
 Fingerprinting/Background Checks \$ \_\_\_\_\_  
 Playground Maintenance \$ \_\_\_\_\_  
 Refreshments - Children \$ \_\_\_\_\_  
 Staff Development \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 VBS \$ \_\_\_\_\_  
 Worship and Wonder \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## FACILITIES

Building Maintenance & Supplies Church \$ \_\_\_\_\_  
 Landscape/Grounds \$ \_\_\_\_\_  
 Facility Usage \$ \_\_\_\_\_  
 Janitorial Services & Supplies \$ \_\_\_\_\_  
 Repairs \$ \_\_\_\_\_  
 Security \$ \_\_\_\_\_  
 Small Equipment \$ \_\_\_\_\_

## MISCELLANEOUS EXPENSE (describe below)

\$ \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## MISSIONS & OUTREACH

Advertising \$ \_\_\_\_\_  
 Assimilation/Connection \$ \_\_\_\_\_  
 Benevolence \$ \_\_\_\_\_  
 Mission Trips \$ \_\_\_\_\_  
 Special Projects (Describe below) \$ \_\_\_\_\_

## SUNDAY SERVICE SUPPLIES

Fellowship/Hospitality \$ \_\_\_\_\_  
 Communion Supplies \$ \_\_\_\_\_  
 Offering Supplies \$ \_\_\_\_\_  
 Paper Goods: Name Tags, Cards, etc. \$ \_\_\_\_\_  
 Worship \$ \_\_\_\_\_  
 Small Equipment & Supplies \$ \_\_\_\_\_

## WORSHIP PROGRAMS

A/V Supplies \$ \_\_\_\_\_  
 Honorariums \$ \_\_\_\_\_  
 Meeting Expenses \$ \_\_\_\_\_  
 Music/Media \$ \_\_\_\_\_  
 Subscription \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## YOUTH PROGRAMS/STUDENTS

Camps \$ \_\_\_\_\_  
 Curriculum/ Resources \$ \_\_\_\_\_  
 Fundraising Expenses \$ \_\_\_\_\_  
 Refreshments/Food \$ \_\_\_\_\_  
 Staff Development \$ \_\_\_\_\_  
 Supplies/Equipment \$ \_\_\_\_\_  
 Missions-Youth \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

**TOTAL AMOUNT . . . . . \$ \_\_\_\_\_**

**Check Payable to (Name):** \_\_\_\_\_

**Mailing Address (MANDATORY - Reimbursements will not be considered complete without this information):**

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

\_\_\_\_\_  
 Signature of requestor Date

APPROVED BY: \_\_\_\_\_

\_\_\_\_\_  
 Authorized signature Date