

**Maranatha Christian Reformed Church
Expense Reimbursement Request**

Reimbursement To: _____

Submitted Date: _____

Please issue me a tax receipt in lieu of a cheque – Envelope # _____.

Signature: _____

Please itemize and attach detailed vendor receipts including GST amount and write the Receipt # from the list below on the corresponding receipt. Debit/credit card receipts are not valid receipts without purchase details.

If expenses are for items not in the church budget (listed on the back) or if they will exceed your budget for the current year, this request must be authorized by the Finance and Administration Committee and/or the Chair of Council.

Receipt #	Receipt Date	Vendor	Description	Church Program / Budget (listed on back)	Receipt Total	GST Amount
<i>example</i>	<i>2019-09-15</i>	<i>Intuit</i>	<i>Quickbooks Subscription</i>	<i>Licenses and Software</i>	<i>\$57.75</i>	<i>\$2.75</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
Total:						

Church Programs

Admin:

- Books & Wedding Bibles, etc
- Budget Envelopes and forms
- Church Directory
- Licenses and Software
- Meeting Expenses, Conferences, Coffee
- Nursery
- Office, Stationery & Supplies
- Social Committee
- Other

Ministries:

- Bible Studies
- Church School
- Coffee Break
- Karen Support
- Library
- VBS/Outreach

Youth Ministries:

- Cadets
- GEMS
- Sunday School
- Youth Group

Maintenance:

- Grounds Maintenance
- Miscellaneous Repairs

Worship:

- Worship Committee

Pastor:

- Resource Allowance