

# EXPENSE REIMBURSEMENT FORM

\*\*\* Attach ALL receipts to the back of this form \*\*\*

## ADULT PROGRAMS

Community Groups . . . . . \$ \_\_\_\_\_  
Congregational Care . . . . . \$ \_\_\_\_\_  
Curriculum/Resources . . . . . \$ \_\_\_\_\_  
Discipleship . . . . . \$ \_\_\_\_\_  
Meeting Expense . . . . . \$ \_\_\_\_\_  
Men's Ministry . . . . . \$ \_\_\_\_\_  
Ministry Leaders Development . . . . . \$ \_\_\_\_\_  
Small Group Ministry . . . . . \$ \_\_\_\_\_  
Staff Development . . . . . \$ \_\_\_\_\_  
Volunteer Appreciation . . . . . \$ \_\_\_\_\_  
Women's Ministry . . . . . \$ \_\_\_\_\_  
Special Event (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

## LP KIDS - CHILDREN'S PROGRAMS

Children's Camps . . . . . \$ \_\_\_\_\_  
Meeting Expenses . . . . . \$ \_\_\_\_\_  
Moms Group . . . . . \$ \_\_\_\_\_  
Refreshments . . . . . \$ \_\_\_\_\_  
Staff Development . . . . . \$ \_\_\_\_\_  
Supplies . . . . . \$ \_\_\_\_\_  
VBS . . . . . \$ \_\_\_\_\_  
Special Event (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

## LP STUDENTS - YOUTH PROGRAMS

Camps . . . . . \$ \_\_\_\_\_  
Curriculum/Resources . . . . . \$ \_\_\_\_\_  
Meeting Expenses . . . . . \$ \_\_\_\_\_  
Refreshments . . . . . \$ \_\_\_\_\_  
Staff Development . . . . . \$ \_\_\_\_\_  
Supplies/Equipment . . . . . \$ \_\_\_\_\_  
Special Event (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

YOUNG ADULTS (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

## MEDIA MINISTRY

Gear . . . . . \$ \_\_\_\_\_  
Meeting Expenses . . . . . \$ \_\_\_\_\_  
Refreshments . . . . . \$ \_\_\_\_\_  
Set Design & Production . . . . . \$ \_\_\_\_\_  
Team Nights . . . . . \$ \_\_\_\_\_  
Volunteer Appreciation . . . . . \$ \_\_\_\_\_

## FACILITIES

Building Maintenance & Supplies . . . . . \$ \_\_\_\_\_  
Church Auto, Truck & Trailers . . . . . \$ \_\_\_\_\_  
Facilities Supplies . . . . . \$ \_\_\_\_\_  
Facility Usage . . . . . \$ \_\_\_\_\_  
Landscaping/Property R&M . . . . . \$ \_\_\_\_\_  
Meeting Expenses . . . . . \$ \_\_\_\_\_  
Repairs . . . . . \$ \_\_\_\_\_  
Security . . . . . \$ \_\_\_\_\_  
Small Equipment - FF&E . . . . . \$ \_\_\_\_\_

## MISSIONS & OUTREACH

Advertising . . . . . \$ \_\_\_\_\_  
Benevolence . . . . . \$ \_\_\_\_\_  
Connection (Assimilation) . . . . . \$ \_\_\_\_\_  
Community Outreach . . . . . \$ \_\_\_\_\_  
Local Missions . . . . . \$ \_\_\_\_\_  
Mission Trips (Mexico, Ecuador) . . . . . \$ \_\_\_\_\_  
Special Projects (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_  
Special Event (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

## SUNDAY SERVICE SUPPLIES

Bibles . . . . . \$ \_\_\_\_\_  
Cafe/Hospitality (Coffee Bar) . . . . . \$ \_\_\_\_\_  
Communion Supplies . . . . . \$ \_\_\_\_\_  
Connection Hub . . . . . \$ \_\_\_\_\_  
Offering Supplies . . . . . \$ \_\_\_\_\_  
Pens . . . . . \$ \_\_\_\_\_  
Shirts/Lanyards/Equipment . . . . . \$ \_\_\_\_\_  
Small Equipment & Supplies . . . . . \$ \_\_\_\_\_

## WORSHIP ARTS PROGRAMS

A/V Supplies . . . . . \$ \_\_\_\_\_  
Meeting Expenses . . . . . \$ \_\_\_\_\_  
Music/Media . . . . . \$ \_\_\_\_\_  
Refreshments . . . . . \$ \_\_\_\_\_  
Stage Design . . . . . \$ \_\_\_\_\_  
Tech Team Support . . . . . \$ \_\_\_\_\_  
Special Event (Describe below) \_\_\_\_\_ \$ \_\_\_\_\_

## ADMIN & GENERAL

Background Checks . . . . . \$ \_\_\_\_\_  
Dues, Subscriptions, Lic. & Permits . . . . . \$ \_\_\_\_\_  
Furniture, Fixtures & Equip . . . . . \$ \_\_\_\_\_  
IT Software, Hardware & Equip. . . . . \$ \_\_\_\_\_  
Office & General Supplies . . . . . \$ \_\_\_\_\_  
Postage & Delivery . . . . . \$ \_\_\_\_\_  
Printing, Ink & Reproduction . . . . . \$ \_\_\_\_\_  
Staff Development (Conf, Meetings, Travel) . . . . . \$ \_\_\_\_\_

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

Check Payable to (print name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Requestor signature \_\_\_\_\_ date \_\_\_\_\_

Approval signature (staff or ministry leader) \_\_\_\_\_ date \_\_\_\_\_