Reimbursement-Expense Form

Check Request Form

Trinity Church of the Nazarene
1951 S. Garfield Avenue, Monterey Park, CA 91754 (323) 890-4541

NAME: _____ **DATE:** _____
Name on check made payable to:

ADDRESS: _____
Address to send check to:

E-MAIL: _____ **PHONE:** _____

	Date	Description/Purpose/Event	Category	Team Captain Signature	Amount
1					
2					
3					
4					
5					
				Total Reimbursement/Expenses/Request	$
				Less Advance	$
				Total Donation	$
				TOTAL	**$**

SUBMITTED BY: _____ _____
Signature - Person submitting form Date

APPROVED BY: _____ _____
Signature - Boardmember / Lead Pastor Date

Instructions:
Attach each receipt with date, description, purpose, and/or event; and the amount to be reimbursed. NAME is the person the check will be made payable to. SUBMITTED BY is the person completing the form. TEAM CAPTAIN SIGNATURE is signatory approval from the Service Team Captain who oversees the ministry related to the program or event. Boardmember is a church boardmember. All reimbursements require approval signatures from the Service Team Captain and/or Boardmember. Service Team Captain may sign off at each line item if there are multiple items.

OFFICE USE ONLY

Ck #: **Date:** **By:**

How to Submit a Reimbursement-Expense Form

Steps

1. Obtain a verbal, pre-approval for the expense by the Service Team Captain.
2. Purchase the item(s) and make sure you KEEP the receipt(s).
3. Fill out the Reimbursement-Expense Form. Staple all original receipts. Get the needed signatures from the Service Team Captain and/or Board Partner.
4. Drop off the completed form in the church office.

Frequently Asked Questions

What do I fill in under the category heading?

Admin - Office Equipment
Admin - Office Supplies
Admin - Marketing
Benevolence
Children
Chinese
Community Center
Education
Facilities - Supplies
Global Impact
Group Life
Hospitality
Local Impact
Staffing - Benefits
Staffing - Pro Exp
Staffing - Honorarium
Staffing - Staff Development
Summer Program
Youth

How much time do I have to submit the form after purchase?

45 days.

What if I'm missing my receipt?

Then we cannot reimburse you. Please remember to keep your receipt.

Is a copy of the receipt valid?

No. ONLY the original is valid because of IRS regulations. It's also good to keep a copy of your receipt for your own personal reference. Also, in the unlikely case that the church loses your receipt, a copy will facilitate the reimbursement process.

When will I expect to receive my reimbursement?

Within 30 days.

How will I be reimbursed and where do I pick it up?

You will be reimbursed by check only; it will automatically be mailed to the address specified on the front of this form

What items will I not be reimbursed for?

Ask your Service Team Captain for verbal approval before making any purchases to confirm if the item is reimbursable.

Does anyone else need to approve the reimbursement once the form is submitted?

The signatures you obtained on the form are sufficient for reimbursement.

Are the forms available on the church website?

Yes, under the resources tab.

Are advanced payments allowed for purchase?

Yes, by special request. Ask your Service Team Captain for details.