

Church of the Savior Expense Reimbursement Form

Instructions: Please use this form to report any COS-related expenses that require reimbursement. First, get approval for the expense from the Budget Line Item Manager, then fill out the top section below. Give the completed form to the Line Item Manager who will approve it and reimburse you.

You fill out this section

Name of person who incurred expense:	
Date the expense was incurred:	
Amount of expense:	
Reason for the expense (explain what was purchased, its purpose, how it meets one or more ministry needs of the church, whether prior approval was given to make the purchase, and who provided that approval):	
Was a receipt submitted with this expense form? (Yes/No; if No, why?)	

The Line Item Manager fills out this section

Corresponding budget line item:	
Approval by budget line item manager (printed name and signature):	
Date of approval by line item manager:	
Date expense was submitted to Church Treasurer for reimbursement:	
Date reimbursement was made to purchaser:	