

Submit an Expense Claim

Purpose	To provide a trackable process for requesting reimbursement of a church related expense.
Description	This form is used by internal ministries, teams, and individuals to apply for reimbursement of eligible expenses incurred on behalf of the church. All submissions are reviewed by the Bookkeeper and routed through the church's established approval and signing process prior to reimbursement.
Owner	Bookkeeper
Next Review Date	To be reviewed annually by the Administrative Team
Spiritual Benefits	Supports faithful stewardship and accountability in the use of church resources entrusted for God's work.
Spiritual Measures	Expense claims are processed in a timely and orderly manner Approved reimbursements enable ministries, outreach, and Christian fellowship to continue without unnecessary financial burden on volunteers
References	Expense Claim Policy Expense Claim Process (Howto Guide)

If you have trouble viewing the submission form below, please click on the link [here](#) to access it!

<https://docs.google.com/forms/d/e/1FAIpQLSfjF9AQrMT4025PsIJUQDXGmDlRAY4QDaSYXXSyjsYlwpgtg/viewform?embedded=true>

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