

Expense Reimbursement Policy and Voucher Form

1. In-Kind giving* receipts should be submitted to Financial Secretary for proper recording on quarterly/annual giving statements. DO NOT FILL OUT THIS FORM FOR IN-KIND-GIVING.
2. Receipts/bills MUST be attached to form
3. Article description(s), budget line item(s), amount(s), name of person requesting reimbursement or requesting payment of bill, and approval signature(s) must be filled in on the reimbursement form BEFORE submitting to Treasurer.
 - Submit completed form (as described above) to ministry team chairperson(s) for approval signatures
 - Ministry team chairperson(s) approve by signing in 'APPROVED BY' line or, if multiple people must approve same form, sign or initial by line items you are responsible for approving.
 - Once all responsible persons have approved form, submit to Treasurer for reimbursement.
4. If an annual budget line item is exceeded, council vote for approval will be necessary for reimbursement.
5. If receipt or bill submitted for reimbursement is older than 6 months old, council vote for approval will be necessary for reimbursement.
6. IF RECEIPT OR BILL IS FOR A PRIOR BUDGET YEAR AND IS OLDER THAN 6 MONTHS OLD, EXPENSE MAY NOT BE REIMBURSED.

	Article Description	Budget Area to be Charged	Amount
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Requested by _____ Date _____
 Approved by _____ Date _____
 Date Received by Treasurer _____

*In-Kind giving is non-monetary items, such as food, supplies, services, etc.

Policy adopted August 2008
 Policy revised April 2022