

**Maranatha Christian Reformed Church  
Expense Reimbursement Request**

Reimbursement To: \_\_\_\_\_

Submitted Date: \_\_\_\_\_

Please issue me a tax receipt in lieu of a cheque – Envelope # \_\_\_\_\_.

Signature: \_\_\_\_\_

Please itemize and attach detailed vendor receipts including GST amount and write the Receipt # from the list below on the corresponding receipt. Debit/credit card receipts are not valid receipts without purchase details.

If expenses are for items not in the church budget (listed on the back) or if they will exceed your budget for the current year, this request must be authorized by the Finance and Administration Committee and/or the Chair of Council.

Receipt #	Receipt Date	Vendor	Description	Church Program / Budget (listed on back)	Receipt Total	GST Amount
<i>example</i>	<i>2019-09-15</i>	<i>Intuit</i>	<i>Quickbooks Subscription</i>	<i>Licenses and Software</i>	<i>\$57.75</i>	<i>\$2.75</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
<b>Total:</b>						

## Church Programs

### **Admin:**

- Books and Wedding Bibles
- Budget Envelopes and forms
- Church Directory
- Licenses and Software
- Meeting Expenses, Conferences, Coffee
- Nursery
- Office, Stationery & Supplies
- Social Committee
- Professional Development
- Other

### **Ministries:**

- Bible Studies
- Church School
- Coffee Break
- Karen Support
- Library
- VBS/Outreach
- Hospitality

### **Youth Ministries:**

- Cadets
- GEMS
- Sunday School
- Youth Group

### **Maintenance:**

- Grounds Maintenance
- Miscellaneous Repairs

### **Worship:**

- Worship Committee