



Admin Only
Cheque No.
Date Cheque Written / /

REIMBURSEMENT REQUEST FORM

This form is to be used to claim reimbursement of expenses incurred by members and to authorise payments where suppliers invoice the Church directly

BEFORE INCURRING EXPENSES, PLEASE OBTAIN AUTHORISATION FROM THE 'APPROPRIATE PERSONNEL'*

* 'Appropriate Personnel' is the person(s) assigned by your Local Church to authorise expenditure

Please complete in BLOCK CAPITALS and then return to the TREASURER, with all relevant receipts. Ideally claims should be made in the same month that expenditure was incurred, except by prior agreement.

1 Make Cheque Payable to:
NB: Please complete separate forms for each individual or company for whom you require payment.

2 Address:
..... Postcode

3 Total amount: £..... **4** Date payment needed by:

5 Details of the Expenses for which payment is requested	Amount	Receipts Attached**	Church(es) who will pay for this	Admin Only Account Code
a.	£.....
b.	£.....
c.	£.....
d.	£.....
e.	£.....
f.	£.....
g.	£.....
h.	£.....
i.	£.....
j.	£.....
Total (agreeing to the 'Total amount' above)	£.....			

Comments:

** regrettably, the church is unable to reimburse expenses without proof of purchase

I confirm that the above expenses were all necessarily incurred by me on Church business.

6 Signature of Claimant: Date: / /

I have reviewed this form and authorise the payment requested for those items for which our Local Church is identified as the Church that will pay. I request that payment for items relating to other Churches should be claimed directly from those Churches specified.

7 Authorised by: Treasurer, Leadership or Director: Date: / /