

### Ministry Expense Reimbursement Request

Name \_\_\_\_\_ Date \_\_\_\_\_

Budget Amount: \$?,000.00  
Previous Balance: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Remaining Balance: \_\_\_\_\_

Conference and Convention Expense \_\_\_\_\_  
Continuing Education \_\_\_\_\_  
Gifts \_\_\_\_\_  
Library Expense \_\_\_\_\_  
Meals & Entertainment \_\_\_\_\_  
Ministry Supplies and Equipment \_\_\_\_\_  
Ministry Travel: \_\_\_\_\_ miles @ \_\_\_\_\_ = \_\_\_\_\_  
Office Expense \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other: \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Office Use Only Ck# _____ Date _____
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DATE: \_\_\_\_\_ Signature \_\_\_\_\_

### Ministry Expense Reimbursement Request

Name \_\_\_\_\_ Date \_\_\_\_\_

Budget Amount: \$?,000.00  
Previous Balance: \_\_\_\_\_  
Amount Requested: \_\_\_\_\_  
Remaining Balance: \_\_\_\_\_

Conference and Convention Expense \_\_\_\_\_  
Continuing Education \_\_\_\_\_  
Gifts \_\_\_\_\_  
Books & Periodicals \_\_\_\_\_  
Meals & Entertainment \_\_\_\_\_  
Ministry Supplies and Equipment \_\_\_\_\_  
Ministry Travel: \_\_\_\_\_ miles @ \_\_\_\_\_ = \_\_\_\_\_  
Office Expense \_\_\_\_\_  
Telephone \_\_\_\_\_  
Other: \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

Office Use Only Ck# _____ Date _____
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DATE: \_\_\_\_\_ Signature \_\_\_\_\_