

Requestor Name: _____ Date: _____

Reason for Funds: _____

Make Check Payable to: _____ Email: _____
 Name: _____ @ _____

Address: _____ City/State/Zip _____

#/Invoice#: (If Applicable): _____

	Expense Category	Amount	Authorized Signature
Christian Education	Bulletins/Brochures (Lawrence Chu)		
	Conferences – Easter Retreat (Lawrence Chu)		
	Conferences – CBM Camp (Lawrence Chu)		
	Day Camp Operations (Pastor Kevin)		
	Day Camp Stipend (Pastor Kevin)		
	Junior Church (Pastor Kevin)		
	Nursery (Dan Chen)		
	Publications (Pastors)		
	Sunday School (Dan Chen)		
	Scholarships (Pastors)		
	Missions Conference (Alan Young)		
	Training Resources (Pastors)		
Worship Services	Audio / Visual (Frank Chen)		
	Communion (Lawrence Chu)		
	Honorarium (Pastors)		
	Hospitality Committee (Ernest Denys)		
	Music/Worship Committee (Pastor Steve)		
	Social Committee (Lawrence Chu)		
Church Operations	Equipment/Management (Lawrence Chu)		
	Janitorial (John Wang)		
	Office Supplies (Lawrence Chu)		
	General Maintenance (John Wang)		
	IT and AV (Frank Chen)		
	Transportation Miscellaneous (Lawrence Chu)		
	Transportation Fuel (Lawrence Chu)		
	Transportation Maintenance/Repair (Lawrence Chu)		
Misc. Operations (Lawrence Chu)			
Missions	Winter Missions (Alan Young)		
	Short Term Missions (Alan Young)		
	Missions Misc. (Alan Young)		
Pastor's Funds	Transportation - .55.5/mile (Dan Chen)		
	Retreats and Meetings (Dan Chen)		
	Meals (Dan Chen)		
	Education (Dan Chen)		
	Books/Study Material (Dan Chen)		
Fellowship Groups/Sports	Head Sponsors / Treasurer: Group _____		
	Total Amount		

FBC Reimbursement Policy**I. Purpose**

- A. To ensure that church members and constituents are properly reimbursed for out of pocket expenses incurred for the ministry of Fellowship Bible Church.

II. Procedure

- A. Use forms located above tract rack in foyer or download from website
- B. Fill in amounts in appropriate category
- C. Staple appropriate receipts (original) to **BACK** of reimbursement form
All receipts must be submitted within 60 days of purchase
- D. Obtain signature(s) from authorized Deacon or committee member
- E. Submit form to Reimbursement mailbox located in the Fellowship Hall

FAQ's:**Can I submit my reimbursement online or via email?**

- **NO**. The original receipts must be attached to the reimbursement form. In some cases, a copy of the receipt is acceptable (originals sent for rebates, etc.)

All email requests will not be processed unless pre-arranged with treasury team.

Why?

- To avoid issuing duplicate reimbursements. It is up to each individual or committee member to ensure that only **ONE** reimbursement is submitted for item(s) purchased.

When can I expect to receive my reimbursement?

- You should receive your check within 2 weeks. If you have not received your check, please email Law (lawchu@fbc-belmont.org).