

# JourneyEC Expenditure Reimbursement Form

Revised January 2012

Procedures for submitting reimbursement requests for JourneyEC expenses:

1. Enter the Budget Line Item Number and Line Item Name for expense per the JourneyEC Budget.
2. Enter brief Item Description and Amount.
3. Enter Total Amount to be Paid.
4. Enter name for Check Payable to.
5. Complete Address (if check is to be mailed).
6. Enter any Special Instruction/Comments, if needed.
7. Sign by Dept. leader, date and attach original receipts and/or invoices to form.  
If there is no receipt or invoice attached, state reason in the Special Instructions/Comments section.
8. Obtain Elder/Senior Pastor signature verifying expense, if the request is \$250 or more then a second signature is required.
9. Place completed form and receipt(s), in the JourneyEC Bookkeeper mail box.  
Please allow **two weeks** processing time.

**Note:** To follow IRS ruling, if you wish to donate your physical contribution to JourneyEC. Please deposit your reimbursement check and write another check with your offering to JourneyEC.

<u>Line No.</u>	<u>Line Item Name</u>	<u>Item Description</u>	<u>Amount</u>
Amount to be Paid			

Check Payable to:	Name
Complete if check is to be mailed:	Address
	City, State, Zip
	Phone (     )

Special Instructions/Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department's Signature:		Date:
	signature / print name	

Approved Elder/ Senior Pastor Signature:		Date:
	signature / print name	

Office Use Only:  
Date Paid:

Check Number:

