

# EXPENSE REIMBURSEMENT FORM

# LifePointe Christian Church

Please attach all receipts to the back of this form.

## ADMINISTRATION

Dues, Subscriptions, Lic. & Permits \$ \_\_\_\_\_  
 Office Furniture, Fixtures & Equip. \$ \_\_\_\_\_  
 Office & General Supplies \$ \_\_\_\_\_  
 Marketing & Graphics \$ \_\_\_\_\_  
 Meeting Expense \$ \_\_\_\_\_  
 Pastoral Supplies \$ \_\_\_\_\_  
 Postage & Delivery \$ \_\_\_\_\_  
 Printing, Ink & Reproduction \$ \_\_\_\_\_  
 Professional Services \$ \_\_\_\_\_  
 Staff Dvlpmnt. (Conf, Meetings, Travel) \$ \_\_\_\_\_  
 IT Software, Hardware & Equip. \$ \_\_\_\_\_  
 Telephone & Internet Utilities \$ \_\_\_\_\_  
 Website \$ \_\_\_\_\_

## ADULT PROGRAMS

Childcare \$ \_\_\_\_\_  
 Curriculum/Resources \$ \_\_\_\_\_  
 Discipleship \$ \_\_\_\_\_  
 Meeting Expense \$ \_\_\_\_\_  
 Men's Ministry \$ \_\_\_\_\_  
 Ministry Leaders Development \$ \_\_\_\_\_  
 Small Group Ministry \$ \_\_\_\_\_  
 Women's Ministry \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## CHILDREN'S PROGRAMS

Children's Camps \$ \_\_\_\_\_  
 Classroom Equipment \$ \_\_\_\_\_  
 Curriculum/Resources - Children \$ \_\_\_\_\_  
 Fingerprinting/Background Checks \$ \_\_\_\_\_  
 Meeting Expenses \$ \_\_\_\_\_  
 Refreshments - Children \$ \_\_\_\_\_  
 Staff Development \$ \_\_\_\_\_  
 Supplies \$ \_\_\_\_\_  
 VBS \$ \_\_\_\_\_  
 Worship \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## FACILITIES

Building Maintenance & Supplies \$ \_\_\_\_\_  
 Church Auto & Trailer \$ \_\_\_\_\_  
 Facility Usage \$ \_\_\_\_\_  
 Janitorial Services & Supplies \$ \_\_\_\_\_  
 Repairs \$ \_\_\_\_\_  
 Security \$ \_\_\_\_\_  
 Small Equipment \$ \_\_\_\_\_

MISCELLANEOUS EXPENSE (describe below) \$ \_\_\_\_\_

## MISSIONS & OUTREACH

Advertising \$ \_\_\_\_\_  
 Assimilation/Connection \$ \_\_\_\_\_  
 Benevolence \$ \_\_\_\_\_  
 Mission Trips (Mexico, Ecuador) \$ \_\_\_\_\_  
 Missionaries \$ \_\_\_\_\_  
 Special Projects (Describe below) \$ \_\_\_\_\_

## SUNDAY SERVICE SUPPLIES

Bibles \$ \_\_\_\_\_  
 Cafe/Hospitality \$ \_\_\_\_\_  
 Communion Supplies \$ \_\_\_\_\_  
 Offering Supplies \$ \_\_\_\_\_  
 Paper Goods: Name Tags, Cards, etc. \$ \_\_\_\_\_  
 Pens \$ \_\_\_\_\_  
 Refreshments - Worship \$ \_\_\_\_\_  
 Shirts/Lanyards/Equipment \$ \_\_\_\_\_  
 Small Equipment & Supplies \$ \_\_\_\_\_

## WORSHIP PROGRAMS

A/V Supplies \$ \_\_\_\_\_  
 Honorariums \$ \_\_\_\_\_  
 Meeting Expenses \$ \_\_\_\_\_  
 Music/Media \$ \_\_\_\_\_  
 Subscription \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

## YOUTH PROGRAMS/STUDENTS

Camps \$ \_\_\_\_\_  
 Curriculum/ Resources - Students \$ \_\_\_\_\_  
 Meeting Expenses \$ \_\_\_\_\_  
 Refreshments - Students \$ \_\_\_\_\_  
 Staff Development \$ \_\_\_\_\_  
 Supplies/Equipment \$ \_\_\_\_\_  
 The Call \$ \_\_\_\_\_  
 Special Events (Describe below) \$ \_\_\_\_\_

**TOTAL AMOUNT . . . . . \$ \_\_\_\_\_**

**Check Payable to (Name): \_\_\_\_\_**

**Mailing Address (MANDATORY - Reimbursements will not be considered complete without this information):**

\_\_\_\_\_

\_\_\_\_\_ signature of requestor \_\_\_\_\_ date

APPROVED BY:

\_\_\_\_\_ authorized signature \_\_\_\_\_ date

## LIFEPOINTE CHRISTIAN CHURCH EXPENSE POLICY

---

*When an employee or LifePointe member incurs expenses on behalf LPCC, the church has a "Reimbursement Policy" regarding such situations. Please read and comply with the following procedures.*

1. Prior to incurring any expense, you must first contact the appropriate staff member or ministry leader to receive a verbal, email, text, or written approval before proceeding with the intended expense.

2. All receipts\* must be submitted with a completed "Expense Reimbursement Form."

***\* Note: For accuracy, please keep transactions, on behalf of LPCC, separate from personal expenses. (i.e. If you are purchasing both personal and church supplies at a store, at time of checkout, please make two separate transactions so you have two separate receipts.)***

3. All expense forms must be signed and dated, indicating approval and/or authorization by a direct supervisor.

4. Expense forms, with accompanying receipt(s), are to be placed in the office mailbox of the LPCC Treasurer, located in the church offices.

5. Reimbursement checks will be processed on the 15th, and the last "workday" of each month.

6. Receipts must be submitted to the Treasurer's office mailbox by the 10th of the month in order to be processed on the 15th; and by the 25th of the month in order to be processed on the on the last "workday" of the month.

7. Reimbursement checks will be mailed to the person submitting the expense form & receipts within 2 "workdays" of the check processing.

8. Expense Forms & receipts must be submitted to the Treasurer within the same month as the expense.\*\* If the expense occurs on the last day of the month, the expense form & receipt must be submitted by the first workday" of the next month.

***\*\* Expense forms & receipts over 90 days old will not be processed.***

9. Supervisors reserve the right to deny any expense reimbursements that are deemed to be inappropriate, or not for church purposes. As previously stated, it is required to seek approval (verbal or written) prior to incurring an expense.

10. Failure to follow these procedures may result in a delay or denial of reimbursement(s).