Expense claim form

Please use this form to alert the Church Treasurer of items you have purchased for reimbursement, charged to a BHUMC account, or had invoiced to the church. The receipt or invoice must be attached. Return completed form to Treasurer

**Check the budget line item responsible for the charges.**

**◊** Christian Education

# Affix receipt here

**◊** Christians In Action

**◊** Evangelism **◊** Finance

**◊** Office Supplies **◊** Worship

**◊** Devotional Literature

**◊** Staff Parish **◊** Music

**◊** Fellowship & Nurture

**◊** Church Council **◊** Training

**◊** Miscellaneous / Other ( Explain)

**◊** Maintenance & Repair Church

**◊** Maintenance & Repair Parsonage

**◊** Organist – Continuing Education

**◊** Pastor – Professional Expenses

 (Travel documented on back of form)

**Payment Options:**

**◊** Please remit payment for the attached invoice.

**◊** Please reimburse: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(amount)\_\_\_\_\_\_\_\_\_\_

**◊** Look for charge on a BHUMC charge account.

## Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submission date \_\_\_\_\_\_\_\_

Approval by Budget Line Item Responsible Individual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_