

Reimbursement Request



Name: _____ Date: _____

Instructions

- Staple receipts behind this page on top left corner and include in description:
- Include Account, Ministry, Event or CG & Item description
Example: Uozzim CG (Account/CG) - Xmas Party (Event) - Walmart (Store) - 1 box of Hot Cocoa Packets (Item)
- Email or give form to Alex Onysio (apo2p3@mail.missouri.edu)

Description of expense

Amount

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Total =

These are legitimate Rock expenses to be reimbursed, paid for by the person listed above.

Signature: _____