

Reimbursement Request



Name: _____ Date: _____

Instructions

- Staple receipts behind this page on top left corner and include in description:
 - Ministry, Event or CG & Item description (Example: *Bingham CG – Xmas party food*)
 - Email or give form to Tanner Adkins (tannerluke95@gmail.com) or Paul McCaughey (prmccaughey@gmail.com)
-

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: _____