

Chinese Baptist Church of Northwest Suburbs

-Expense Reimbursement Form-

Procedure of claiming expenses:

1. Before purchase, **get approval** from corresponding council member
2. After purchase, **complete this form**
3. Get **signature** from corresponding council member
4. **Submit this form and receipts** to Treasurer

Department	Line Item #	Program Name	Description of Items	\$ Amount
Education				
Fellowship				
Outreach				
Worship				
Other				
Total				\$

Requested Amount (if not same as total amount): \$ _____

Requested by: _____
Signature of Requester

Print Name of Requester

Request Date: _____

Approved by: _____
Signature of Council Member

Comments:

*****Please staple receipt(s) to this form*****