

**EXPENSE REIMBURSEMENT REQUEST**

Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Requested By: \_\_\_\_\_

Payable To: \_\_\_\_\_

Purpose: \_\_\_\_\_

Special Instruction (If Applicable): \_\_\_\_\_

**Ministry to be Charged:**

**Initials of Ministry Chair**  
**(Required for all checks)**

**Initials of Stewardship**  
**(Required for checks  
of \$1,000 or more)**

Fellowship Expense: \_\_\_\_\_

Office Expense: \_\_\_\_\_

Property Expense: \_\_\_\_\_

Outreach Expense: \_\_\_\_\_

Education Expense: \_\_\_\_\_

Traditional Worship Expense: \_\_\_\_\_

Contemporary Worship Expense: \_\_\_\_\_

Evangelism Ministry Expense: \_\_\_\_\_

Publicity Ministry Expense \_\_\_\_\_

Stewardship Ministry Expense: \_\_\_\_\_

**Initials of YYA Minister**  
**(Required for all expenses)**

**Initials of Stewardship**  
**(Required for expenses  
exceeding \$1,000)**

CYF Funds \_\_\_\_\_

CHI RHO Funds \_\_\_\_\_

JYF Funds \_\_\_\_\_

Youth Funds \_\_\_\_\_

Youth Choir Funds \_\_\_\_\_