



The Episcopal Church of the Epiphany

PARISHIONER EXPENSE REIMBURSEMENT FORM

Checks will be left in the
CHECK REIMBURSEMENT PICK
UP cubby in the office
reception area.

MAKE CHECK PAYABLE TO: _____

DATE	Where the purchase was made	Purpose of the expenditure	Amount	Ministry to be charged
Total of above expenses				

- NOTES:**
- Place request in the parish administrator’s cubby.
 - All expenses must be properly documented
 - Parishioner expenses must be submitted within 45 days of expenditure
 - Receipts required for all Credit Card expenses
 - Receipt required on all Cash expenditures greater than \$25
 - Certain expense levels require pre-approval – please review expense policy

Parishioner signature: _____

Rector approval: _____
(if via email, attach copy of email)

Date: _____