

Trinity Church Expense Reimbursement



Name:

Expense Period

From:

To:

Refund Method:

Cheque or BACs:

Account Name:

Account Number:

Sort Code:

Itemised Expenses

DATE	DESCRIPTION	BUDGET	COST

Note: Mileage reimbursement for personal car =
100 miles or under @ 45p/mile,
Over 100 miles @ 25p/mile

SUBTOTAL	£ -
Less Cash Advance	
TOTAL REIMBURSEMENT	£ -

Don't forget to attach receipts!

I confirm that budget holders have authorised expenses from their budgets

Claimant Signature _____ **Date** _____

Treasurer Signature _____ **Date** _____

Trinity Church Budget Categories



Please use the following budget categories on your expenses form

If in doubt, please ask the Treasurer

Employment Costs
Professional Services
Ministers' Expenses
Sunday Building Hire
Insurance
Children's Ministry
Sunday Refreshments
Music
PA
Outreach
Discipleship
Web and IT
Office Supplies
Training
Misc
Mission Giving
Ministry Trainee
AMiE