

Use this form to **request reimbursement for expenses** that you have incurred on behalf of Elk River Lutheran church business. Please attach a receipt to this form and submit it to the Treasurer's mailbox on the third floor of the church.

*Note: Pre-approval by treasurer is required for committee purchases over \$200.*

Payee \_\_\_\_\_ Invoice # \_\_\_\_\_

Dollar Amount \$ \_\_\_\_\_

Account Name \_\_\_\_\_ Account # for billing, if known \_\_\_\_\_

Debit/credit card, if used \_\_\_\_\_ Staff \_\_\_\_\_ Hospitality \_\_\_\_\_ Pastor \_\_\_\_\_ Other \_\_\_\_\_

Explanation of purchase:

Make check payable to:

\_\_\_\_\_  
*Name/Organization*

\_\_\_\_\_  
*Address Line 1*

\_\_\_\_\_  
*Address Line 2*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

Treasurer Approval \_\_\_\_\_ Date \_\_\_\_\_

*Revised 10.10.2016*

*Needed only if expense is over \$200*