

FIRST PRESBYTERIAN CHURCH

CHECK REQUEST/EXPENSE REIMBURSEMENT FORM

REQUESTOR INFORMATION	
Name: _____	Date: _____

PAYEE INFORMATION
Name: _____
Amount: _____
Receipt Attached: _____
Check Requested: _____ VISA Charge: _____

MILEAGE REIMBURSEMENT
2023 Standard Mileage Rate: 65.5 cents per mile Employees must keep track of the mileage they drive in order to receive reimbursement.
The following information must be included:
<ul style="list-style-type: none"> • Date • Business Purpose • Origin • Destination • Miles Travelled

Description/Use/Purpose	Expense Category	Amount

Requestor Signature

Date

Committee Chair Approval

Date

Treasurer Approval

Date

Buildings & Grounds		
Budgeted Accounts		
	6171	Kitchen Supplies
	6172	Janitorial Supplies
	6173	Office Supplies
	6271	Interior Maintenance
	6272	Exterior Maintenance
	6274	Grounds Maintenance
	6471	Office Equipment
	9971	Postage
Dedicated Accounts		
	4275	Capital Repairs/Improvements

Christian Education		
Budgeted Accounts		
	6131	Classroom Supplies
	6132	Nursery Supplies
	6133	Library Supplies
	6631	SS Teacher Education
	6632	SS Teacher Recognition
	6633	Adult Education Materials
	6731	SS Curriculum
	6732	Infant/Youth/YA Gifts
	6734	Junior High/Senior High Youth
	6735	VBS
	6736	Confirmation Curriculum
	9931	Background Checks
Dedicated Accounts		
	4230	Youth Programs
	4239	Other Donations - CE
	4330	Rummage Sale

Deacons		
Budgeted Accounts		
	6142	Fellowship Ministry
	6143	Card Ministry
	6144	Everybody's Birthday
	8041	Parish Nurse
Dedicated Accounts		
	4243	Parish Nurse
	4340	Silent Auction
Memorial Funds		
	5141	Parish Nurse

Green Team		
Budgeted Accounts		
	6161	Green Team Supplies
	8161	Recycling
Dedicated Accounts		
	4560	Product Sales

Membership		
Budgeted Accounts		
	6191	Membership Supplies
	9991	Advertising

Outreach		
Budgeted Accounts		
	6814	Outreach Mission Giving
	6815	Mission Projects
	6816	Immigration Action Team
	6817	Rainbow Team
Dedicated Accounts		
	4110	Blessing Box
	4113	Peace Offering
	4114	Pentecost Offering
	4210	Silent Auction/Rummage Sale
	4215	BF Bridge/Mission
	4219	Other Donations - Outreach

Personnel		
Budgeted Accounts		
	7182	Professional Exp - Pastor
	7183	Continuing Ed - Pastor
	7184	Continuing Ed - Staff
	7185	Pastor/Staff Travel

Session		
Budgeted Accounts		
	6199	Session Materials
	6699	Session Retreat
Memorial Funds		
	5199	Undesignated Memorials

Worship & Music		
Budgeted Accounts		
	6151	Sanctuary Supplies
	6152	Sheet Music
	6251	Organ/Piano Maintenance
	6252	Handbells Maintenance
	9951	Publicity
	8151	Resources/Licensing
Dedicated Accounts		
	4258	Piano Refurbish Fund
	4259	Other Donations - Worship & Music
Memorial Funds		
	5151	Memorial Donations