

Immanuel Christian Reformed Church Expense Reimbursement Guidelines

So... you want your money back?

Thank you for using your funds to get things done quickly. We'd like to get your money back to you as soon as possible. In order to do so, ask that you follow a few simple rules so that we can reduce our administration time and ensure that our churches expenses get allocated to the right program.

First, you need to get your hands on an Expense Reimbursement Form. Good news. If you're reading this, you already have.

Second, complete the form. It comes complete with detailed instructions.

Third, it's important that the form be approved and signed by the right individual. This allows the Ministry Leader and others who are responsible for various ministry programs and budgets to both plan and track what has been spent against the budget. By requiring their approval it means that those accountable for the budget were part of this planned spending.

****Covid Update**** You may complete the form electronically, send it to the person who is approving, and that person will approve and forward to Anita. You will still need to send any associated receipts to her or to the church, either by mailing or dropping them off.

And finally, get the completed form in to Anita Broekema. You are encouraged to drop it in the Bookkeeper mailslot on Sunday. By ensuring that everything has been completed you stand a very good chance of seeing your funds returned the following week.

Last, but not least. If you have any questions about this process, please call Anita Broekema or Nicole Vroom

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