

Community Christian Reformed Church

Request for Reimbursement

Date: _____

Your Name: _____

Committee Name: _____

Committee Chairperson Signature: _____

Please make sure each receipt has church expenses only.

Please attach your original receipt to the form and place in the mailbox labeled "Bookkeeper" (bottom left of mailboxes)

If not signed by the Committee Chairperson, reimbursement will be delayed until it is signed.

Please read the instructions on the back of this sheet for correct procedures

Item	Item Purchased	Reason for Expenditure	Amount (minus HST)	HST	Total (includes HST)
1					
2					
3					
4					
5					
6					
7					
8					
Grand Total					

Reimbursement Procedures

Thank you for your commitment and the work you do for our church! We value your work as a volunteer and want to ensure that any expenses you incur, on behalf of a Community CRC ministry, are processed quickly and efficiently. The following is a checklist of procedures to simplify your reimbursement requests:

- All expenses **must** be signed by the Chair of your committee.
- Please submit original receipts with your request:

There is a difference between a payment receipt and a sales receipt. The sales receipt has a detailed breakdown of the sales and taxes. The payment receipt is proof that you paid for your purchase. Since, as a charity, we are eligible to receive a portion of our HST back, it is important that we have the sales receipt. Most institutions will automatically provide both receipts (either separately or on one receipt), however, some places like pizza establishments, coffee shops, bowling alleys, etc. only provide a payment receipt. Please remember to ask them for the sales receipt.

- Please make sure each receipt only has church expenses. Keep personal expenses on a separate receipt. This is simpler for calculation (total, HST) purposes, but also to ensure that there is no later confusion over what was a church expense and what was personal.
- Please submit your expenses in a timely manner. This allows for the Chairperson/Board of Stewards/Council to know the status of the committee budget at any time.
- If you are incurring an expense for an event in which you are also collecting money from the participants, for example: an event like bowling, please keep the transactions separate. Submit all the funds to be deposited to the Bookkeeper – along with a note for which it is to be deposited. Submit expenses separately as well. Please do not reimburse yourself from the funds collected.
- Complete all sections of an expense reimbursement form – they are available on the bulletin board leading into the gym, or online at www.ccrc.on.ca – About – Forms & Policies. Once completed, attach all necessary information, obtain the proper signature, and place it in the Bookkeeper's mailslot (bottom left).

Sometimes receipts are accidentally lost or not requested, and we understand. It is important to us that all your expenses are reimbursed, so please contact the Chair of your committee or bookkeeper@ccrc.on.ca to let them know.