



Reimbursement or Payment Request

Who is to be paid? _____

Mailing address for check

Short summary of expenses

Expense Date	Vendor & Description	Amount
		\$
		\$
		\$
		\$
		\$
Receipts are required for every line -- use back if needed		TOTAL
		\$

Expense Category

- 2300-35 Music Restricted
- 2300-56 Ministerial Discretionary
- 2300-74 Religious Ed Restricted
- 2300-75 OWL Restricted
- 2300-80 Social Justice Restricted
- 2300-90 Active Voices
- 2300-96 UU the Vote
- 5355 Misc Staff Exp
- 5361 Office Supplies
- 5363 Postage
- 5365 Telephone/Internet
- 5367 Computer Hardware/Software
- 5369 Office Furniture & Equipment
- 5405-01 Bldg/Gr Supplies
- 5405-02 Bldg/Gr Maint/Security
- 5405-03 Bldg/Gr Equipment
- 5406 Rental Exp
- 5506-01 Congregational Life Exp
- 5506-02 Adult Learning & Growth
- 5510 Hospitality/Mini-Meal Exp
- 5520 Stewardship
- 5606 Ministerial Professional Exp
- 5607 Speaker Honoraria
- 5706 Music Program Exp
- 5807 Religious Ed Professional Exp
- 5808 Religious Ed Program Exp
- 5905 Social Justice Prog Exp
- 5961 Seasonal Celebration Exp
- 5967 Bookstore Exp
- 5968 Retreat to the Woods Exp
- 5990 Auction Exp
- 6000-85 Special Collection Grants

TAGS

- Common Area Maintenance
- LoveWorks pass-through

APPROVAL: Committee chair, group leader, or staff responsible for the budget line (if applicable).
Amounts over \$500 required the above plus Treasurer, Board President, or Senior Minister.

Approval(s) _____