

New **MINISTRY REIMBURSEMENT** Practices for 2023

As many of you know, at the beginning of 2022 we began using an outside firm, Rehmann, to perform many of our important financial tasks for us. One of those tasks is the way we process reimbursements for ministry expenses paid for directly by staff and ministry volunteers.

On the opposite side of this page you will find the form and information you will need to provide in order to submit a request for reimbursement. The completed form should be given to the appropriate ministry leader to approve the expense and designate a budget. You or the ministry leader will then submit the request to the Executive Assistant who will forward it to Rehmann. We will seek to reimburse promptly, but **please be aware there will likely be a 7-14 day turnaround time to receive a check.** An alternative is to submit an invoice for expenses to be paid directly by the church.

We regret any inconvenience this may cause and thank you for your understanding and flexibility as we continue to work with Rehmann.

We greatly appreciate your service and ministry to the church family.
Your Elder and Finance Teams

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REQUEST FOR MINISTRY REIMBURSEMENT FROM WEST CANNON BAPTIST CHURCH

*** Attach Receipts ***

NAME

AMOUNT

MAILING ADDRESS

EXPLANATION OF EXPENSE

Your Signature

Date

Signature of Ministry Leader

Date

Budget

FOR OFFICE USE ONLY:

Approved: _____

Date: _____



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