Expense Reimbursement Form

Last updated 12/5/2007

Instructions:

- Please print.
- Staple original receipts to the back of the form. Highlight and total GPCC items on the receipts.
- Use one of the accounts found on the *Account List* found in the Church office. Forms without Base and Account filled in will be returned for completion.
- Turn form in to Base Coach Leader for approval.
- Mileage is reimbursed at $0.14 cents per mile (the charitable mileage rate per the IRS).

Name: _____ Date: _____

Signature: _____ Date Needed: _____

Street Address: _____ Day Phone: _____

City, State, Zip: _____ Evening Phone: _____

Date	Base	Account	Description	Amount
			Total:	

Base Coach Signature: _____

Date: _____