

Internal use only

## BRIDLE TRAIL BAPTIST CHURCH Expenses Reimbursement Form

Date: \_\_\_\_\_

CHEQUE/CASH PAYABLE TO:	
REASON FOR REQUEST:	

Description	\$	Amount Before Tax	GST only	HST	Amount Claim
					\$ -
					\$ -
					\$ -
					\$ -
<b>TOTAL</b>		\$ -	\$ -	\$ -	\$ -
			Rebate		

**Congregation  
- (Select one)**

- 1 BTBC-Cantonese
- 2 BTBC-English
- 3 BTBC-English
- 4 BTBC-Mandarin
- 5 BTBC-Mandarin
- 6 Scholarship
- 7 Benevolence
- 8 Building
- 9 Mission

**Ministry - (select one)**

- 1 Caring
- 2 Christian Ed.
- 3 Children
- 4 Evangelism
- 5 Worship
- 6 Administration
- 7 Fellowship
- 8 Others

**Sub-group - (select one)**

<input type="checkbox"/> 1 Visitation	<input type="checkbox"/> 2 Woman	<input type="checkbox"/> 3 Caring General Fund		
<input type="checkbox"/> 1 Adult	<input type="checkbox"/> 2 Youth	<input type="checkbox"/> 4 Library		
<input type="checkbox"/> 1 Evangelism	<input type="checkbox"/> 2 Outreach	<input type="checkbox"/> 3 Children		
<input type="checkbox"/> 1 Speaker Fee	<input type="checkbox"/> 2 Flower	<input type="checkbox"/> 3 Usher	<input type="checkbox"/> 4 A & V	<input type="checkbox"/> 5 Music
<input type="checkbox"/> 1 IT & Comm.	<input type="checkbox"/> 2 Finance	<input type="checkbox"/> 3 Property Mgt	<input type="checkbox"/> 4 Supplies	<input type="checkbox"/> 5 Office
<input type="checkbox"/> 9 Fellowship → Detail: _____				
<input type="checkbox"/> Others → Detail: _____				

  

<input type="checkbox"/> 1 Fundraising	<input type="checkbox"/> 2 Misc.		
<input type="checkbox"/> 1 Mission Org'n	<input type="checkbox"/> 2 Project	<input type="checkbox"/> 3 Short term	<input type="checkbox"/> 4 Speaker Fee
<input type="checkbox"/> 5 Misc.	<input type="checkbox"/> 6 Missionary Name _____		

Cash received by: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date received: \_\_\_\_\_

Approved by: \_\_\_\_\_

(Print)

(Signature)