Internal use only

BRIDLE TRAIL BAPTIST CHURCH
Expenses Reimbursement Form

Date: _____

CHEQUE/CASH PAYABLE TO:	
REASON FOR REQUEST:	

Description	$	Amount Before Tax	GST	HST	Amount Claim
					$ -
				-	$ -
					$ -
					$ -
TOTAL		$ -	$ -	$ -	$ -
			Rebate		

Congregation - (Select one)

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

Ministry - (select one)

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

Sub-group - (select one)

- Caring: 1 Visitation; 2 Woman; 3 Caring General Fund
- Christian Ed.: 1 Adult; 2 Youth; 4 Library
- Children: 3 Children
- Evangelism: 1 Evangelism; 2 Outreach; 3 Nurturing; 4 Summer Camp
- Worship: 1 Speaker Fee; 2 Flower; 3 Usher; 4 A & V; 5 Music
- Administration: 1 IT & Comm.; 2 Finance; 3 Property Mgt; 4 Supplies; 5 Office
- Fellowship / Others: _____
- Building: 1 Fundraising; 2 Misc.
- Mission: 1 Mission Org'n; 2 Project; 3 Short term; 4 Speaker Fee; 5 Misc.; 6 Missionary Name _____

Cash received by: _____ Requested by: _____

Date received: _____ Approved by: _____ _____

(Print) (Signature)