Truckee Lutheran Presbyterian Church

Expense Reimbursement Request

Accounts Available:	Acc't. No.	Name
Name:		

For the period ended:

Date	Description and Business Purpose	Account No.	Miles	Other $$
	Total Miles			
	Sub totals, miles @ $0.50 (1/2010)			
	Total Reimbursement			

Signature:

Approval:

Date:

Worship and Music	
201 -Music Equip & Supplies	
202 -Worship Equip & Supplies	
203 -Copyright Licenses & Suscript	
204 - Conferences	
205 - Miscellaneous	

Evangelism
301 - Advertising
303 - Conf./ Conventions
305 - Cards/Postage
309 - Miscellaneous

Stewardship
401 - Promotional Materials
402 -Supplies

Christian Education
601 - Youth Education
602 - Adult Education
603 - Vacation Bible School
604 - Youth Outings
605 - Confirmation

Pastoral Expenses
701 - Salary
702 - Benefits
703 - Reimbursements
704 - Housing
705 - Continuing Education
706 - Social Security
707 - Supply Pastor

Congregational Life
501 - Coffee/Fellowship
502 - Newsletter
503 - Child Care
504 - Membership Fees
505 - Devotional Booklets
506 - Member Care
507 - Miscellaneous

Office Supplies & Services
901 - Telephone
902 - Copying
903 - Postage
905 - Administrative Services

Facilities
1001 - Rent
1002 - Personnel Janitorial
1003 - Insurance
1004 - Traffic Mitigation Fee
1005 - Snow Removal
1006 - Miscellaneous
1007 - Nevada County Tax

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