

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	