REQUEST FOR REIMBURSEMENT

Grace West Anglican Church

Please complete, attach related tax receipts and have approved before returning to treasurer@gracewest.church
All general church expenses must be approved by the Senior Minister. All ministry activity expenses (i.e. Velocity) must be approved by the Ministry Leader.
Typical turn around time for payment is two weeks.

Name		**Email**			
Date	**Detail (type of expense and purpose)**	**Site**	**Expense Area (i.e. velocity, office supplies)**	**Amount (GSTinc)**	**GST**
TOTAL				-	

The above amount will be reimbursed to the bank account with the details below.					
Account Name					
BSB				Account	

Approved for reimbursement	**Date**