



Covenant Presbyterian Church Expense Reimbursement Request

(Receipts must be attached)

Your Name:

Approved by:
(Name of who approved—signature not required)

Date	Vendor	Account Code*	Item(s) Purchased	Amount

Mileage Rates for 2023

Federal Std Rate Employees \$0.655	Federal Std Rate Volunteers \$0.14
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Date	Destination	Account Code*	Miles Driven	Amount

* Account Codes are listed on reverse

Total	
Less Cash Advance	
Total Reimbursement	

Date	Payable to Whom	Signature of Requestor

<i>For office use only:</i>		
Date	Check #	Notes

Account Codes for Reimbursement

Facilities

6000 Utilities
6110 Buildings Repair & Maintenance
6120 Grounds Maintenance
6130 Custodial Supplies
6140 Insurance
6150 Building & Property Security
6190 Miscellaneous Facilities

Administrative

6311 Office Admin
6312 Office Supplies
6320 Postage & Delivery
6330 Telephone & Internet
6340 Printing & Reproduction
6350 Software & Technology
6360 Advertising and Promotions
6370 Conferences
6381 Bank Service Charges
6382 Professional Fees
6390 Miscellaneous Administrative

Compensation

6410 Salaries & Wages (custodians only)

Worship

6611 Music Director
6612 Organist/Pianist
6613 Accompanist Choir
6614 Music & User Fees
6615 Fellowship Hour

Ministry

6621 Growth in Grace
6622 Library
6623 Adult Education
6624 Small Groups
6625 Youth Sunday School & Catechism
6626 Youth Group - High School
6627 Youth Group - Middle School
6628 Kidz Blast
6630 Women's Ministries
6690 Other Program Expense

Missions

7010 Missions Conference
7020 Impact

Other

6740 Pulpit Supply