



## Covenant Presbyterian Church Expense Reimbursement Request

*(Receipts must be attached)*

Your Name:

Approved by:

Date	Vendor	Account Code*	Item(s) Purchased	Amount

### Mileage Rates for 2021

Federal Std Rate Employees \$0.56	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	
<b>Total Reimbursement</b>	

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)  
6550 Travel/Professional (pastors 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