



East Bay Convoy of Hope® Expense Reimbursement Form Request Procedure

- 1.) **It is preferred that most checks be obtained in advance using the “Check Request Form.”** This method is faster and does not necessitate out of pocket expenses and reimbursement waiting times by the requesting party.
- 2.) It is recommended that all expenses be pre-authorized by Team Leaders or the Finance Department, who are knowledgeable of budgetary constraints.
- 3.) If expense reimbursement is needed, secure a copy of the Expense Reimbursement Form from the Finance Department Web Site at:

[Http://www.EastBayConvoy.org/finance.html](http://www.EastBayConvoy.org/finance.html)
- 4.) You may either:
 - print the .PDF Expense Reimbursement Form and fill it in by hand; or,
 - type in the .PDF Expense Reimbursement Form by “tabbing” through the fields and using the “auto-fill” features. You may print and/or save when done. (Please note that the amount field does not automatically calculate.)
- 5.) Please make sure that all the fields are completed.
- 6.) **Attach original, itemized receipts for each reimbursable expense.**
- 7.) **If you are not a Team Leader, then obtain your Team Leader’s approval and signature before submitting the expense reimbursement request. All reimbursement requests must have Team Leader approval before checks can be processed.**
- 8.) All Expense Reimbursement Request checks will be processed twice per month on or about the 10th and 20th. Requests received in advance of processing on the 10th or 20th of the month will have checks available for pick-up within six business days.
- 9.) If you have any questions, please contact:

Terry Lengefeld – church office at 458-9100 x 819 or E-mail to Terry@CalvaryTemple.org

Mark Pryor - cell direct at 925-595-4188 or E-mail to MarkPryor@aol.com