

Reimbursement Forms St. Catherine of Siena Parish Expenses

N.B. For large parish expenses (\$100 or more), which require approval of the pastor, you should request a parish check. For smaller, out-of-pocket expenses, please fill out this form and submit it for reimbursement through the parish office. Kindly remember that normally all checks are issued by Dick Hopkins and usually require a few days' notice.

Name of Employee/Volunteer: _____

Address: _____

Date: _____

Total Amount to be Reimbursed: \$ _____

*Reason for Expense (Religious Education/Confirmation, Youth Ministry/Mission Trip, etc.) in detail:

*Neatly attach all totaled receipts to this form.

Employee/Volunteer Signature:

Pastor's Signature for Approval:
