



PATHWAY COMMUNITY CHURCH EXPENSE FORM

Expense Claim

Request by:	
Ministry Area:	
Program	
Name: Phone:	
MailingAddress	

Date	Expense Description	Amount

Please make sure all receipts itemized are submitted with this form.

Signature:

Approved By:

NOTE: Cheque runs are done approximately every 2 weeks. Turnaround time to receive reimbursement after submitting your expense, is about 10-20 days.

*If you need to be reimbursed by a specific date, please send an email to treasurer@pathwaycc.net to request this.

Accounting Use Only

Amount Paid	Check No.	Date

Thank you

