

REQUESTING/APPROVING RE EXPENSE REIMBURSEMENTS

If you're seeking reimbursement for an expense related to the First Parish RE program, here's what you need to know:

- Fill out **REQUEST FOR REIMBURSEMENT FORM** (see attached). Blank copies of these forms are kept in the left pocket of the red RE Reimbursement Folder in the RE Director mailbox.
 - Please remember to include:
 - your mailing address
 - the total amount to be paid
 - the purpose of the expense
 - copies of receipts (stapled to form)
 - Expense reimbursements can take up to 14 days. If you need to be reimbursed more quickly, please check the "EXPEDITE PAYMENT" box.
- Leave the completed form in the right pocket of the RE Reimbursement folder to be reviewed and approved by Tina (or Steve, if a YG expense). As an alternative, you may e-mail a scanned copy of the completed form to the appropriate person. (Tina's e-mail: dre@firstparish.info; Steve's e-mail: steve.k.carmody@gmail.com.) It's expected that in most cases expenditures will have been discussed ahead of time with Tina or Steve, and informally approved.
- You can expect to receive your reimbursement by check through regular mail within 14 days. If the form is marked "EXPEDITE PAYMENT," please discuss delivery method ahead of time with Tina, Steve, or the RE Treasurer (Ginger Mara: v_mara@msn.com).
- If you don't receive reimbursement within the expected timeframe, please contact Ginger to troubleshoot.

We appreciate your hard work as a First Parish volunteer!

First Parish Unitarian Universalist of Arlington

Religious Education

REQUEST FOR REIMBURSEMENT

Expedited Payment

Regular Payment
(7-14 days)

Name: _____

Mailing Address: _____

Phone: _____

E-mail Address: _____

RE Program:* _____
(see list below)

Total to be paid: _____ Approved by: _____

Vendor	\$ Amount	Purpose	Expense Category**

***RE Program**
Youth Group—General
Youth Group—Service Trip
Morning Program
COA
OWL

****Expense Category**
Food
Classroom supplies
Books & music
Other (specify)

***** PLEASE ATTACH RECEIPT(S) TO THIS FORM *****

Submit THIS FORM AND RECEIPTS by leaving it in the RE Expense Reimbursement folder in the Director of RE mailbox or e-mailing to the appropriate approver (Tina or Steve).