

FINANCE TRAINING

Reimbursements, Invoices, and Childcare





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Reimbursements

When an individual pays for an expense without the purchasing card.

Form Needed

- *Class Expense Reimbursement Form*

Process


- The form is sent to the individual.
- The individual fills out the information, attaches receipt, and submits the form.
- The Ministry Service Center (MSC) receives the form and reimburses the individual.

Important Note

- Requests for a reimbursement must be submitted within 60 days of receipt or no payment can be made.



Class Expense Reimbursement Form



COMMUNITY
BIBLE STUDY

This form is to be used to request reimbursement for eligible class expenses.
Submit reimbursement request within 60 days of expense or no payment can be made.

1 of 3 >

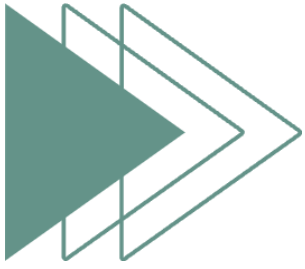
Payee Name

First Name*

Last Name*

Email*

Mailing Address*
Street



Invoice Payments

When an invoice is received by the class, and the purchasing card cannot be used.

Form Needed

- *Invoice Payment Request Form*

Process


- The Coordinator or Treasurer fills out the information and attaches invoice to the form.
- MSC receives the form and pays the invoice on behalf of the class.

Important Note

- Invoices must be submitted to MSC within 60 days of the invoice date, or no payment can be made.



Invoice Payment Request Form

**COMMUNITY**
BIBLE STUDY

This form is to be used for direct payment to a host church, agency, or vendor. This form is not for personal expense reimbursement.

All invoices must be submitted within 60 days of the invoice date or no payment can be made.

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Submitted By

First Name*

Last Name*

Email*



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Record of Expenses Sent to MSC

You must keep track of reimbursements and invoices sent to MSC for payment.

- These expenditures will not appear in your WellsOne account.
- The MSC will not be sending any additional information back to the class after receiving the reimbursement form or paying an invoice.





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Childcare

Due to IRS guidelines, we cannot pay for childcare directly.

There are two options for a class to provide childcare:

1. Use unpaid volunteers.
2. Have childcare workers that are hired and paid by:
 - The host church
 - An employment/staffing agency

The class then pays the host church or agency through one of these two options:

- The purchasing card
- The ***Invoice Payment Request Form***

This must be done within 60 days from when the class receives the invoice.





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This Completes the Training on
Reimbursements, Invoices, and Childcare

