



FINANCE TRAINING

Reimbursements





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.




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Reimbursements

Class Expense Reimbursement Form

 **COMMUNITY**
BIBLE STUDY

This form is to be used to request reimbursement for eligible Class Expenses ONLY.

Please use Invoice Payment Request form for ALL invoice payments.
Click here - [Invoice Payment Request Form](#) 

Submit reimbursement request within 60 days of expense or no payment can be made.

1 of 4 >

Payee Name - Form to be submitted by Payee ONLY

First Name*

Last Name*

Email*

Mailing Address*



Reimbursements

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

Process

- Enter the required information to include an explanation as to why the class purchasing card was not used.



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Class Expense Reimbursement Form

Class Account Code (P0XXX, ASKXXX, TEEXXX)*
You will find your class account code in FISHER>Settings> Session Settings.

P0XXX

Amount of Expense(s) (Total of All Receipts)*

\$21.61

Please provide a brief description of the expense(s)*

Craft supplies for NextGen classes

Could the expense(s) have been placed on the Class Purchasing Card?*

☐ Yes

☒ No

Before moving to the next page, please explain your answer. Thank you. *

The NextGen leader does not have a purchasing card.



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

Process


- The receipts or invoices must be electronically attached to the form.
- Up to five receipts can be attached to the form.





Receipts

Do not submit multiple forms. Please attach ALL receipts to this form.

Scan receipt(s), invoice(s), or other appropriate documentation to support reimbursement request and upload them using the "Choose File" tab.

Receipt Date *
6/27/2025 
June 27, 2025



Receipt Date






Reimbursements

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

Process

- The individual can choose how they would like to receive the reimbursement.
 - Direct Deposit
 - Check
- Click Submit.

Important Note

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



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Reimbursements

Reimbursement

Enter Bank Information for Direct Deposit

Account Type

☐ Checking

☐ Savings

Bank Name

Routing Number

Account Number

Manual Check
(Check processing will take up to 4 weeks)

☐ Check

BACK

SUBMIT



THIS COMPLETES THE VIDEO TRAINING ON THE
REIMBURSEMENTS

