



NORTHWEST REGION of the CHRISTIAN CHURCH  
(DISCIPLES OF CHRIST)

*A partnership of the congregations in Alaska, Washington and North Idaho*  
18000 72<sup>nd</sup> Avenue South, Suite 171, Kent, WA 98032 P: 253.893.7202 F: 425.251.4967  
Email: [nwrcc@disciplesnw.org](mailto:nwrcc@disciplesnw.org) Website: [www.disciplesnw.org](http://www.disciplesnw.org)

*Expense & Reimbursement Statement*

**ALL TRANSACTION RECIEPTS MUST BE INCLUDED**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Date	Ministry Team / Committee Meeting, Event Attended Description	Meals/Lodging/Transportation/Etc Expense Description <i>Automobile expenses should be calculated at 15 cents per mile. Bus, train, or plane fare should be actual amount.</i>	Amount
------	--	---	--------

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**TOTAL Expenses:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

<p><b>APPROVED</b></p> <p><i>For Office Use Only</i></p>
--

Please check here if you would like to donate your expenses as a gift to the Northwest Region. Please list your expenses so we will have a record of the actual cost of the meeting and we can send you a receipt for your gift. **Donated mileage will be credited at 14 cents per mile (per IRS Regulations).**