Reimbursement Requests

At times, volunteers and staff members may make purchases that require reimbursement. In such cases, a Reimbursement Form must be completed by the individual requesting a reimbursement.

If you are making a purchase that you expect to be reimbursed, it is recommended that you speak to the Senior Pastor or Treasurer first for approval, to ensure your reimbursement request will be accepted. In some cases you may be asked to complete a more formal Requisition Request before going ahead with the purchase.

All reimbursement requests require the supply of an invoice / receipt as proof of purchase that is;

- Clearly readable
- Includes the date of purchase
- Includes the name of the supplier
- Includes the ABN of the supplier
- Clearly shows the total and GST incurred.

Reimbursements are usually processed fortnightly on a Tuesday.

Reimbursement Request Form

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