

# Reimbursement Request



In order to satisfy the IRS Auditing requirements, please ATTACH (1) Original receipts, and (2) Write the purpose, dates, places and people visited for the business trips.

True Jesus Church  
 4N550 Church Road  
 Bensenville, IL 60106  
 United States  
<http://chicago.tjc.us>

Requestor Name:

Request Date:

Expense Date	Expense Description	Expense Category	Expense Amount	Comments:
<b>Total Expenses</b>				
<b>Total Advance</b>				
<b>Total Reimbursement</b>				

Approved By  Date:

Council Member's Signature (up to \$999)

Additional Approval By  Date:

Council Member's Signature  
 (2nd signature is required for over \$1000)

### Accounting Use Only

Amount Paid	Check No.	Check Date
Issued By	Audited By	Audit Date

Note to Auditor: A council member's reimbursement must be approved by another council member.