

BRBC Event Expense Form

As stewards of God's money, we need to have a method of accountability for the projected and actual costs of any special event that will involve expenses paid for by the church, either directly or indirectly through reimbursement.

Guidelines

1. For events estimated to need \$100 or more from the church.
2. Please submit the form at least four weeks prior to the beginning of the event.
3. The Leadership will review and approve the costs that the church will pay for.
4. Provide receipts for all expenses and return any unused church funds to the Treasurer.

Event Info

Event Name: _____

Date: _____

Location: _____

Point-of-Contact: _____

Expense Info

Date	Description	Est. Cost	Approved Cost	Actual Cost
Totals:				

Submitted by: _____

Date: _____

Approved by: _____
