

Nebraska UCC Living Waters Association

Reimbursement Form

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_

MEETING DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MEETING TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF REIMBURSEMENT CLAIM:**

\_\_\_ MILEAGE (@.35 per mile) \_\_\_\_\_\_\_\_ miles $\_\_\_\_\_\_\_\_\_

\_\_\_ FOOD $\_\_\_\_\_\_\_\_\_

\_\_\_ SUPPLIES $\_\_\_\_\_\_\_\_\_

\_\_\_ OTHER $\_\_\_\_\_\_\_\_\_

(IF OTHER IS CHECKED, USE THE FOLLOWING TO PROVIDE DETAILS)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_ **Rather than being reimbursed for these expenses, please consider this a donation to the Association**.

Donor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Association Representative’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(A copy of the donation record will be sent to your records)

Reimbursement Information (**please read**)

1. Mileage claims paid at $.35 a mile from city-to-city rounded to the nearest mile.
2. Living Water Association officers, council members and committee members attending a Living Waters Association (LWA) scheduled meeting/event may submit a reimbursement claim to the treasurer for reimbursement. Claims to be submitted on the day of the meeting/event or within 30 days of the meeting/event.
3. LWA has budgeted monies for travel and welcomes/encourages persons to submit reimbursement claims **only** when the reimbursement **is not** paid by the person’s own church budget.
4. Mileage for association meetings should not be claimed if a person is a delegate of their church.
5. Mileage paid to attend installations, ordinations and/or ecclesiastical meetings is approved for officers, council and church ministry committee members.
6. All food reimbursement purchases **must** include a detailed sales receipt submitted to the treasurer.
7. All supplies for meetings of LWA needs are reimbursed to officers, council members and/or chairs of committees when requested to the treasurer.

Submit claims to Living Waters Association Treasurer: Judy Bouma

 PO Box 31324

 Omaha, NE 68131-0324

 lwatreasurer2@gmail.com

 Voice: 402.884.1545, Text: 402.650.7536

**Treasurer use**: Check # \_\_\_\_\_\_\_\_\_\_\_

Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_