

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)

___ **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: _____