



13402 W. 92<sup>nd</sup> St.  
Lenexa, KS  
66215-3637

Office: 913-888-5051  
Web: salemlutheran-ks.org

## **Expense Payment Procedure**

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### **Purpose:**

The purpose of the revised Expense Payment system is to improve the ability to accurately track various team and fund expenditures for budget monitoring and control and improve team accountability for expenditures.

### **Procedure:**

Reference the attached Expense Payment Form sample.

Team Leaders or Members must complete an Expense Payment Form in order to authorize payment without an invoice or to be reimbursed for out of pocket expenses spent for various church related activities.

The Expense Payment Form and Account should be obtained online, if at all possible. However, if necessary, a form can be obtained by contacting the Church secretary via email or calling the Church office. The Expense Payment Account Number Look-up can also be obtained online.

Note that each expense must be assigned to a specific Account Number listed on the Expense Payment Account Number Look-up form for proper appropriation of the expense.

If an expense does not apply to an Account Number on the form, consult the appropriate Team Leader to find out which Account Number should be assigned or enter 'Request New Account No.' in the Account Number box. The Finance Team will review and notify the Team Leader if the new Account Number is approved and the Account Number will be added to the form for future use. If it is not approved, the Team Leader will revise the form to assign the expense to an approved Account Number.

The Expense Payment Form should be filled out in its entirety. Once completed, the appropriate Team Leader must review the completed form and sign it, showing it was thoroughly reviewed by them. The signed form shall then be given to the Church treasurer by placing it in the Treasurer's mailbox in Koinonia Hall.

**The form must be signed by the appropriate Team Leader and receipts must be attached in order to be considered for reimbursement.** Once a properly completed and approved expense report is received, reimbursement will be made within 14 days.