

Big Moose Community Chapel Expense Claim Form

Name: _____ Address: _____ Date Submitted: _____

For contractors

<u>Task or activity</u>	<u>Location</u>	<u>date</u>	<u>authorized by</u>	<u>hours</u>	<u>hourly rate</u>	<u>time charge</u>	<u>material charge</u>	<u>time + material</u>	<u>account*</u>

For volunteers

<u>Item</u>	<u>date</u>	<u>authorized by</u>	<u>amount</u>	<u>account*</u>

Mileage

<u>Purpose</u>	<u>date</u>	<u>authorized by</u>	<u>miles</u>	<u>rate**</u>	<u>amount</u>	<u>account*</u>

Contractor work and expenditures must be pre-authorized by a representative of the Chapel. Volunteer expenditures in excess of \$30 must be pre-authorized, either by the chair of the responsible committee, or, in the case of committee chairs, by the Treasurer. Travel expenses must be pre-authorized by a representative of the Chapel, and supported by a record of odometer readings retained by the person submitting the charges.

*Responsible committee (e.g. Facilities, Music, Worship, Publicity)

**Federal GSA mileage rate; current rate can be located by searching "GSA mileage"

All contractor expenditures must be submitted within 45 days of completion of work, supported by receipts for materials purchased. A detailed invoice can be substituted for information at the top of this form. All volunteer claims must be submitted using this form within 30 days the expenditure in question and supported by submitted receipts.