

The River Church
Budget Request Form

Ministry Name: _____

Ministry Leader Name: _____ **Telephone:** _____ **E-Mail:** _____

Ministry Co-Leader: _____ **Telephone:** _____ **E-Mail:** _____

Purpose of Funds: _____

Date for Use of Funds: _____

Date Submitted for Review & Approval: _____

*All individual budget requests must be submitted for Approval at least one (1) month in advance of event or purpose of funds, and Approved prior to occurrence/ use of funds. In the occurrence of approved budget requests that require upfront use of personal funds, all receipts must be submitted for a refund. Missing receipts do not guarantee a refund, even in the case of prior approval. Gas or mileage may be reimbursed, depending on the reason for travel. All travel arrangements (including flight and hotel) must be preapproved two (2) months in advance. Generally, the Senior Pastor, Executive Pastor or Executive Pastoral Staff may request travel reimbursement requests, when traveling on behalf of The River Church. Guest speakers and artists may submit a separate request form. All budget requests do not guarantee approval and are subject to further review by the Chief Financial Officer and Accounting Team. All receipts must be accompanied by this signed/approved form when requesting reimbursement. Appropriate time is to be expected when collecting reimbursement (generally, three (3) to six (6) weeks).

Item <i>(Note each individual item)</i>	Quantity	Estimated Cost (& Resource)	Actual Cost	Deadline to Purchase	Reason for Purchase
Gas or Mileage Reimbursement	Gas Amount Paid or Miles Traveled (From, To)	Other/ Reason for Travel (*Indicate any flight and hotel arrangements)			

To be reviewed and completed by the Senior Pastor & Accounting Team

Date Reviewed: _____

Approval Signature: _____ Date Approved: _____