

## **Instructions for Completing the Expense Reimbursement Claim Form**

1. Use this form to reimburse yourself or others for expenses incurred through diocesan travel, or purchases made for an event, program, or the office.
2. Furnish your complete name and address (please print).
3. First complete the back of the form where appropriate for your mileage log or miscellaneous expenses.
4. Transfer the information from the back of the form to the front where indicated.
5. Sign and date the form and staple all receipts to the form. Note: Any single expense totaling \$25 or more must have a receipt. Approval should be made by a department head or other authorized person.
6. It is recommended that Expense Reimbursement Forms be submitted within a 30-day time frame, because no expenses over 60 days old from the date of occurrence will be reimbursed (diocesan policy).

Questions? Contact Linda Bunting at 843-722-4075, or [lindab@dioceseofsc.org](mailto:lindab@dioceseofsc.org).