

# TEXAS GULF COAST VIA DE CRISTO EXPENSE FORM

(Guidelines on Reverse Side or page 2)

Name (please Print) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Weekend # & Date \_\_\_\_\_

Description of Expenses (Attach receipts for all expenses which are to be reimbursed)	Amount of <u>Donation</u>	Amount of <u>Reimbursement</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	<u>TOTAL:</u>	_____

APPROVED: \_\_\_\_\_

Financial Administrator

(Mail to Financial Administrator)

Janet Crouch, 805 East 17<sup>th</sup> Street, Cameron, TX 76520

## TEXAS GULF COAST VIA DE CRISTO

### EXPENSE FROM GUIDELINES

Via de Cristo exists to increase the experience of the Grace of God in others. To do this in the most cost-effective way possible, the donation of money and the ideas, talent and labor of many volunteers is needed. If a person can donate the expenses associated with serving, we give thanks. However, it is the desire of Texas Gulf Coast Via de Cristo that we not be deprived of the willing service of any person due to the expense involved in that service.

In either case, whether the expenses are donated or reimbursed, it is important to know the financial cost of fulfilling our mission. Therefore, we request that a volunteer report out of pocket expenses for materials, supplies and services such as poster board, long distance phone calls, printing, marker, paper, flowers, etc. To be reimbursed, original receipts are required. Regretfully, we do not reimburse for mileage. Also, we do not reimburse for any sales tax that was paid. Please use the Texas Gulf Coast Via de Cristo Texas Resale Certificate to purchase the items tax-free.

To report expenses, complete all information on the reverse side of this page and attach original receipts. Indicate the amount to be donated and the amount to be reimbursed and mail to the current financial administrator. The name & address can be found on our website.

The Financial Administrator will approve the expenses, forward payment and do the proper accounting.