

**EXPENSE REIMBURSEMENT** or  **BENEVOLENCE REPORT**

*(Only a Benevolence Committee member or their authorized agent can check benevolence report box.)*

**Submitted by/Recipient Name:** \_\_\_\_\_

Please check here if you are NOT seeking reimbursement and want to report this/these expenditures for church budget tracking purposes **ONLY**.

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Submitted or Reported To:**

**Pleasant Valley church of Christ**  
 Attn: Treasurer  
 514 S. 7th Street  
 Altoona, PA 16601

<i>Expense Date</i>	<i>Reason for Spending or Benevolence</i>	<i>Total</i>
<b>Subtotal</b>		

**Signature of person receiving benevolence funds listed above:**

\_\_\_\_\_

**Signature of Benevolence Member delivering/disbursing funds:**

\_\_\_\_\_

*Remittance Check #* \_\_\_\_\_ *(treasurer use only)*

*Date* \_\_\_\_\_ *(treasurer use only)*

**Thank you!**

Please attach receipts here.