



## **St Kea Church**

### **Payments and expenses claim**

We have simplified the process for getting invoices paid and re-imbursing those who have already paid for something or have incurred travelling or similar expenses.

There is now only one form to complete where you are asking for re-imbbursement of expenses or payments you have made on behalf of the church.

The form which is also on the church website entitled "Payments and expenses claim". Click on the link to download it then complete it in accordance with the notes you will find at the front of the spreadsheet.

If you are claiming for re-imbbursement of goods or services and are the budget holder, complete the form, attach receipts and or invoices and send to [accounts@stkea.org.uk](mailto:accounts@stkea.org.uk) or print and send them to the office. If you are not the budget holder complete the form as above and send it to the budget holder for authorization.

If you have received an invoice for goods or services that has not been paid and you are the budget holder simply write on the invoice that you have received the goods or services (in accord with any quote where required) and state which budget it should be paid from. Then send to the office for accounts.

If you are not the budget holder confirm you have received the goods or services and send to the budget holder who will authorize, confirm the budget and send to accounts for payment.