



9143 Haskins St.
Lenexa, KS
66215-3666

Office: 913-888-5051
www.salemlutheran-ks.org

Expense Report

Name/Payee: _____ Total Amount: _____

Phone #: _____ e-mail: _____

Description of expense: _____

Signature: _____ Date: _____

Please check the account OR a team budget to absorb this expense.

Specific Accounts:

- Advertising Expenses
- Caring Connection
- Choir & Special Music
- Convention Expense
- Copy Expenses
- Flowers Expense
- Kitchen & Supplies Expense
- Music Concerts
- Office Supplies
- Postage
- Spiritual Life Coord Exps
- Worship Supplies
- Other _____

Specific Teams:

- Bldg/Maintenance Team Exp.
- Communications Team Exp.
- Evangelism Team Exp.
- Outreach Team Exp.
- Parish Ed (SS & VBS)
- Partnership for Missional Church
- Stewardship Team Exp.
- Worship and Music Team Exps
- Youth Team
- Other _____

Comments: _____

Please attached receipts.

Submit all expense reports to the Salem Treasurer for re-imburement.
Complete the comments section as necessary to explain the expenses incurred. The Treasurer may need to follow-up if with you using the phone number or e-mail address provided to fully understand where to record the expense.