



MISSION PEAK UNITARIAN UNIVERSALIST CONGREGATION

P.O. Box 545
Fremont, CA 94537-0545

REIMBURSEMENT REQUEST FORM

Date of Request	
Name of Requester	

Issue Reimbursement To:

Name	
Address Line 1	
Address Line 2	
City, State, Zip Code	
Telephone Number	

Description of Expenses:

Description	Budget Account #	Amount (\$)
Total		

Authorization:

Signature	
Printed Name	
Date	

Please return this form and a copy of all receipts to the MPUUC Treasurer by one of the following two methods:
(1) place in the Treasurer’s inbox in the church office, or (2) scan and email to treasurer@mpuuc.org

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OFFICE USE ONLY:

Approval Date: _____

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List of MPUUC Budget Accounts

4110 UUA Fair Share Dues	6170 Minister – Professional Expenses
4120 PCD Fair Share Dues	6180 Sabbatical Fund Contribution
4130 Tri-City Interfaith Council Dues	6210 Office Administrator – Salary
4140 Delegates and Training	6220 Office Administrator - FICA Tax
4210 Facility Rent	6310 DRE – Salary
4220 Facility Maintenance and Improvements	6320 DRE - FICA Tax
4310 Accounting Online Service	6330 DRE - Professional Expenses
4320 Payroll Service	6340 DRE Retirement
4330 Bank Charges	7110 Board Discretionary Expenses
4410 Office Supplies	7210 Nominating Committee
4420 Newsletter Expenses	7220 Stewardship Committee
4510 Multi-Peril Insurance	7230 Canvas Committee
4520 Workers Compensation Insurance	7240 Membership Committee
4610 Telephone and DSL	7250 Black and White Auction Expenses
4620 Web Services	7260 Retreat Expenses
5110 Committee on Ministry	7310 Childcare
5120 Mental Health Discretionary	7320 Pastoral Care During Minister Vacation
5130 Pastoral Associates Committee	8110 Interfaith Counseling Center
5210 Adult Education	8115 PCD Leadership
5220 CAYRE Discretionary	8140 Accompanist
5230 Curricula	8170 Outreach Coordinator
5240 Youth Discretionary	8175 Sabbatical Minister
5321 Social Justice Committee	8210 Seminary Student Award
5340 Backpack Drive	8410 Choir Fund Expenses
5410 Aesthetics	8411 Garden Share Expenses
5420 Coffee and Refreshments	8412 Coming of Age Expenses
5430 Music	8413 Sandwich Squad Expenses
5440 Speaker Honorarium	8414 Social Justice Fund Expenses
5450 Miscellaneous Expenses	8415 Minister’s Discretionary Expenses
6110 Minister - Salary and Housing	8416 Seminary Student Award
6120 Minister - Medical and Dental	
6130 Minister – Retirement	
6140 Minister - Life and Disability Insurance	
6150 Minister - FICA Tax in Lieu	
6160 Minister - Discretionary Expenses	