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To: Short Term Team Members
Re: Three Strands' Expense Reporting
Date: August 2016 (updated)

Greetings,

Thank you very much for your contribution to the ministry of Three Strands. This document contains some general guidelines related to submitting expenses to Three Strands for reimbursement. If you have any question, please do not hesitate to contact me.

GUIDELINES:

1. Please fill out the Business Expense Reporting form completely.
2. Be sure to submit your expenses in less than 90 days from the actual expense date.
3. Be sure to include original receipts.
4. Be sure to sign the reporting form
5. Submit to: Three Strands – PO Box 753 – Winona Lake, IN 46590

Respectfully submitted,

Michael Taylor
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