



ACCOUNTS PAYABLE

RE: Reimbursement and/or Payment of Event Expenses

Dear Ministry Partner,

We have created this instructional document to facilitate efficient reimbursement for event expenses and to assist in processing payments for invoices related to an event. Please note that any revenue generated for an event will be utilized to cover expenses and/or reimburse you for costs incurred.

If You Need Expenses Paid, Please Follow These Guidelines:

- We recommend using a credit card to pay for event expenses and then submitting your receipts through Abacus for swift processing and reimbursement.
- Invoices or copies of invoices can be emailed to finance@cbmc.com or mailed to CBMC, PO Box 8009, Chattanooga, TN 37414 for payment.
- When submitting invoices for payment, please include the name of the event, the area hosting the event, and the party responsible for the event's finances (usually a CBMC field staff member).
- If we are paying a vendor, please specify the payee's name and include their mailing address to facilitate check issuance. Note that if the payment exceeds \$600, a W-9 form must be submitted by the vendor, along with the invoice.

If You Need Reimbursement of Expenses, Please Follow These Guidelines:

- When submitting receipts for reimbursement, ensure that the name of the person who paid the expense is clearly indicated on the receipt, and include the address where the reimbursement should be mailed.
- Specify the name of the event for which the expense was incurred.
- Email your reimbursement request to finance@cbmc.com along with copies of the receipts.

Sincerely,

The Finance Team

[Finance@cbmc.com](mailto:finance@cbmc.com)

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