

Reimbursing Fellowship for Accidental Personal Charges

To reimburse the church for an accidental personal charge using your Fellowship Bible Church credit card:

1. No need to upload a receipt for a personal charge (as we will use the details of your reimbursement as the receipt)
2. Repay the Finance Department using one of the following forms of payment:
 - Cash
 - Personal check
 - Personal debit/credit card
3. The accidental personal charge will be generally be coded to Category 6800 (Resources), and the staff member's reimbursement will be coded to the same Category (thereby offsetting each other within the general ledger & budget).