



Mansfield Bible Church
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 www.mbcchurch.com

FOR OFFICE USE ONLY

Date Received: ___/___/___

Date Processed: ___/___/___

SMALL GROUP CHILD CARE REIMBURSEMENT REQUEST

If you attend a Small Group of Mansfield Bible Church (at a time where Children's Ministry is not taking place) you are allowed to request reimbursement for your personal child care expenses for up to 2 hours per occurrence with up to two occurrences per month. Reimbursement is intended to be used only for the purpose of attending a Small Group meeting.

Reimbursement amount is based on the chart below:

	1 CHILD	2 CHILDREN	3 CHILDREN	4+ CHILDREN
1 HOUR	\$7.00	\$8.00	\$9.00	\$10.00
2 HOURS	\$14.00	\$16.00	\$18.00	\$20.00

To receive reimbursement, complete this form and submit it to the church office or place in an offering plate/box within 30 days of the event for which reimbursement is requested. Group leader signature confirming attendance at event stated is required. Reimbursement checks will be mailed around the 1st and 15th of each month.

Name: _____

Group Name: _____

Mailing Address: _____

Meeting Date: _____

City/State/Zip: _____

Number of Children: _____

Phone: _____

Number of Hours: _____

Email: _____

Reimbursement Amount: _____

Your Signature: _____

Date Signed: _____

Leader Signature: _____
 (Required)

Date Signed: _____