

# Mountain Sky Conference of The United Methodist Church

## Instructions for Filling out a 2020 Check Request Form

**Note: Please be sure to use the Check Request Form for the current year, as the mileage reimbursement rate changes from year to year.**

The Check Request form is on the Mountain Sky Conference website under the following link: <https://www.mtnskyumc.org/forms> The form is under Finance and Accounting.

Or type “check request” in the search box, then click on the file called: Check Request (2020) and open the form to complete it.

At the top where it says: **Make Check Payable To:**

Please complete all lines: Name, Address, and City, State and Zip Code. The check will be written payable to the individual or company you specify in the Name section.

Note: If this is a new vendor and it is a payment for services that are taxable then a W-9 form is required to record the SSN of the individual, or the FEIN of the business. W-9 forms are available on the IRS website under Forms and Publications: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>, or contact Finance for a form.

Examples of taxable services are Professional Fees, Legal Fees, Counseling, Consultants, Contract or Temporary Labor, Honorariums, Speakers Fees, Grants, Gifts, Scholarships, Taxable Moving Expenses, and Program Support. Email [accountspayable@mtnskyumc.org](mailto:accountspayable@mtnskyumc.org) if you are unsure whether a form is required.

Please check one of the following boxes:

Mail Check to Address Above

Return

Check To: \_\_\_\_\_

**Submitted by:** Please sign and date as the person submitting the form or requesting the payment.

**Approved by:** The budget administrator must approve the check request. You can mail or email the completed form and documents/receipts to the budget administrator and Finance. The budget administrator can sign and date the form or approve the payment via an email to Finance.

**Expenses to be Reimbursed Section:**

**All check requests for Expense Reimbursements are to be submitted within 30 days of the event.**

Please complete the Fund to Charge, Description and Amount columns. If you are unsure of the fund to charge please consult the budget administrator for this check request. A drop down menu is available for the most common GL Codes, but the budget administrator may choose another which can be typed into the Excel sheet.

If you have multiple receipts please complete one line for each type of expense (e.g., Meals, Lodging, Program Supplies). The form will calculate and fill the Total. The receipts submitted must be legible and complete. **Detailed receipts showing what was purchased must be submitted for all expenses. A credit card slip alone that does not itemize the purchases is not acceptable.** If you want reimbursement for a partial amount then please write in the partial amount on the receipt.

**Mileage Reimbursement Section:**

**All check requests for Mileage are to be submitted within 30 days of travel.**

Please complete the Fund to Charge. If you are unsure of the fund to charge please consult the budget administrator for this check request.

Under Date of Travel/Purpose of Travel/Mileage please show: dates for each portion of the trip if not within one day, “from” and “to” locations, purpose of travel, and names of additional riders if applicable. Please attach a source such as MapQuest or Google Maps to substantiate the mileage reported.

Please remember to deduct the first 50 miles for each event or meeting for which you are requesting a mileage reimbursement.

Next, enter the Net Mileage and the appropriate Rate. The form will calculate and fill the Mileage Reimbursement Total.

The form will add your Expense Reimbursement and your Mileage Reimbursement and enter the total amount to be reimbursed in the Check Amount box at the top.

Please return the completed form via mail or email to Finance at the addresses shown on the bottom of the form. Please verify the form is signed or approved via email by both the submitter and the budget administrator before submitting it.

Check requests are generally processed weekly, on Fridays. **The cut off to submit a check request is Wednesday at noon for processing that week.**