



## Operation Barnabas Reimbursement Request

If there is an overage in the OB student account, you may use this form to indicate how you would like to handle the extra funds. Please note – checks for reimbursement amounts will not be issued until July. Transfers to Momentum accounts will be submitted to the Momentum registrar immediately upon request.

Name of Student: \_\_\_\_\_

### *Please choose one or more of the following options:*

- 1) **Required Team T-Shirt:** one was required so only one is reimbursable—no receipt is required.  
 OB T-Shirt--\$14.00
  
- 2) **Personal Family Contribution:** you may request reimbursement for any overage as a result of personal contributions you gave towards your student's OB support.  
 Check # \_\_\_\_\_ & amount \_\_\_\_\_  
Or  
 date of credit card charge \_\_\_\_\_ & amount \_\_\_\_\_  
*Note: Reimbursement is only issued up to the amount of the overage*
  
- 3) **OB "Formal Outfit" Khaki pants:** Because these pants were required for the outfit, we can reimburse you for them. Reimbursement is not included for accessories purchased to be worn with the OB outfit (shoes, belts, etc.) or any additional clothing not required for OB.  
 khaki pants reimbursement—amount \_\_\_\_\_  
*Receipts are required in order for us to be able to reimburse for these expenses and can be attached to this form*
  
- 4) **Transportation:** to orientation and home (or to Momentum for West team, but not both) after tour is over. Record is needed of the amount spent for airline ticket, number of miles traveled by car or gas receipts, etc.  
 travel reimbursement—amount \_\_\_\_\_  
*Receipts are required in order for us to be able to reimburse for these expenses and can be attached to this form*
  
- 5) **Momentum Youth Conference:** If your student is attending Momentum and still has a balance on their Momentum account, we are able to request overages to transfer to Momentum. If your child has not yet registered for Momentum but now wishes to attend, we can transfer monies to Momentum as needed. Transfers to Momentum accounts will be submitted immediately upon request (only once support of \$2325 is covered), but please allow time for our Momentum registrar to process and update the Momentum student account. If you have questions about a Momentum transfer, please email registrar@cenational.org  
 Momentum balance transfer —amount \_\_\_\_\_
  
- 6) **Donation to Operation Barnabas Ministries:** There are two different account options to which you can donate to assist with the Operation Barnabas program.  
 OB Scholarship fund—amount \_\_\_\_\_  
This account is funded by the donations of others so amounts available to be awarded are dependent on what comes into the account. Could go towards 2019 students still paying towards balances or go to future OB students and leaders  
 Apply to the OB General account—amount \_\_\_\_\_  
This would go to the operating expenses of the Operation Barnabas program, including materials, transportation expenses, programming equipment, leader costs, and resources.

Parent/Guardian Signature \_\_\_\_\_

*To be reimbursed for required expenses (ie. Plane ticket, ob formal outfit) a receipt with the cost is needed. If questions, please see Operation Barnabas Support Money Policy posted on our website, operationbarnabas.net. Please turn in all reimbursement requests at the same time. OB reimbursements requests must be postmarked by **September 1, 2019**. If no reimbursement request is received, overages will automatically go to the OB General Account.*

**CE National**

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