



Small Group Childcare Reimbursement Guidelines

1. Small Group Childcare Reimbursement Request forms MUST be submitted within 14 days after attending the small group meeting to qualify for reimbursement.
2. Reimbursements are made at a set hourly rate for the cost of an individual childcare provider in your home while you attend a small group away from your home. See Reimbursement Chart on reverse side of this form.
3. Complete one *Small Group Childcare Reimbursement Request Form* for each small group meeting attended. Please use original form – copies are not accepted.
4. Mail your *Small Group Childcare Reimbursement Request Form* to:

Life Church
Accounting Office/Donna Charlesworth
9900 Almeda Genoa Rd
Houston, TX 77075

5. Reimbursement checks will be mailed within 1 to 2 weeks after receipt of the form.

Small Group Childcare Reimbursement Request Form

Reimbursement Check Payable To:

Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Daytime Phone: _____

Mobile Phone: _____

Other Info Needed for Processing

Date Attended Small Group	# of Children	# of Hours	Reimbursement Amount Requested
			\$
Name of individual you paid to provide childcare:			Amount You Paid \$
Small Group Leader:			

Reimbursement Chart

Number Of Children	Hours at Small Group			
	1	2	3	4
1	\$7.00	\$14.00	\$21.00	\$28.00
2	\$7:50	\$15.00	\$22.50	\$30.00
3	\$8.00	\$16.00	\$24.00	\$32.00
4	\$8.50	\$17.00	\$25.50	\$34.00
5	\$9.00	\$19.00	\$27.00	\$36.00

SEE GUIDELINES ON REVERSE SIDE