

MINISTERIAL DEVELOPMENT REIMBURSEMENT REQUEST FORM

Office of the Diaconate

Maximum Allowance: \$150 per fiscal year per couple. Fiscal year is July 1 to June 30.

Course Title:

Facility/Place:

Dates Attended:

Number of Credit Hours (Class Hours):

Course Fee: Amount Requested:

Make Check Payable to:

Name:

Address:

City, State, Zip, Code:

Parish/Agency:

Your SS#:

Deacon ID:

Email:

Reimbursement is for the current fiscal year. All requests for reimbursement must be made by June 30.

Events sponsored by the Office of the Diaconate and Diaconate Council are not reimbursable.

***Note that in fiscal years in which an overnight convocation is convened, the \$150 allowance will be reduced to \$50 (as the Office of the Diaconate needs help to defray the expenses of the overnight convocation).**

Send completed form to:

Office of the Diaconate

816 Marengo

Forest Park, IL 60130

Email: diaconate@archchicago.org