



For Office Use Only:	
Confirmation #	_____
Date paid	_____
Account Number	_____
Posted	_____

P. O. Box 1394, Ozark, MO 65721

EXPENSE VOUCHER 2022

The following is an accurate report of the expenses incurred while on Presbytery business, and /or as authorized by Presbytery, its Council or Committee action. Vouchers / requests over \$2,500 MUST receive a second signature by appropriate staff person prior to request being made.

Date:

Make check payable to:

Address, Street or P.O. Box #

City, State and Zip Code

Charge to: (Committee or Budget Line Item or Designated Account)

Specific Activity:

Meeting at:

Detailed Accountability:

- Mileage: round trip at \$.20 per mile regardless of number of passengers. For a variety of stewardship reasons, persons are expected to carpool whenever possible.

Total number of miles	@ .20 cents per mile	\$
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- Miscellaneous (specificity required) \$

Less amount donated to the church (i.e. John Calvin Presbytery) \$

TOTAL: \$

Receipts must be submitted for all expense items over \$20.

Note: Accepting reimbursement could affect your adjusted gross income and income taxes. Please consult with your tax advisor.

Signature of Chairperson of Presbytery Committee or Designee or Acting GP/Pastoral Presbyter or Stated Clerk

APPROVED

POSITION

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