



Corporate Expense Voucher

Date: _____

Make Check Payable To: _____

Address or PO Box Number: _____

City/State/Zip Code: _____

Charge To: (Committee, Subcommittee, or Budget Line Item) _____

Account of Reimbursable Activities: The following is an accurate report of the expenses incurred while on JCP business, and/or as authorized by JCP action. Airplane tickets, rental cars, etc. must be approved by Executive Presbyter or Council Moderator prior to reservations being made.

1. **Mileage** (*Roundtrip at IRS Reimbursable Rate for 2023 @ \$0.655 per mile*)

Total number of miles _____ \$ _____

2. **Meals** (*list attendees and purpose above*) \$ _____

3. **Lodging** \$ _____

4. **Transportation**

a. Airfare/Train Ticket \$ _____

b. Car Rental \$ _____

c. Public Transportation \$ _____

d. Other _____ \$ _____

5. **Continued Education** \$ _____

6. **Other Professional Expense** (*describe above*) \$ _____

Subtotal \$ _____

7. **Less amount donated to John Calvin Presbytery** \$ _____

Total \$ _____

Receipts must be submitted for expenses and all items over \$20 within 30-days.

Approved by: _____ Date: _____