

EXPENSE VOUCHER

(Use a separate Voucher for each Committee)

Name _____
Address _____
City/State/Zip _____

Date of Expense _____ Committee Name _____ Acct # _____

Travel Expenses

_____ # of miles x 0.25 = \$ _____

_____ # of additional passengers

x _____ # of miles

= _____ x 0.03 = \$ _____

Total Travel Expense \$ _____

Other Expenses (attach receipts, phone bills, etc.)

Meals (# of days _____) \$ _____

Motel/Hotel (# of days _____) \$ _____

Telephone \$ _____

Other (Itemize) \$ _____

Subtotal \$ _____

Less My Contribution - \$ _____

Total Reimbursement \$ _____

Moderator _____
Signature _____
(In the absence of the Presbyter or Stated Clerk)

Return To: Presbytery of Ohio Valley
1701 E. 2nd St, Suite 100
Bloomington, IN 47401

Approved By: _____

Committee Account Numbers

- | | |
|----------------------------|-------------------------------|
| 5416 POV Academy | 5301 Permanent Judicial Comm. |
| 5414 Committee on Ministry | 5413 Preparation for Ministry |
| 5402 Council | 5431 Response Team |
| 5420 Nominating | 5421 Trustees |
| 5412 Personnel | |

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