

Voucher for Presbytery Assembly Meetings ONLY

Date of Meeting _____ Account 454-01
Name _____
Address _____
City/State/Zip _____

Travel Expenses

_____ # of miles x 0.25 = _____

_____ # of additional passengers

x _____ # of miles

= _____ x 0.03 = _____

Total Travel Expense _____

Less My Contribution _____

Net to Be Reimbursed _____

Please deduct from the above amount of travel expense the sum of \$_____ which I am hereby making as a contribution to the Presbytery of Ohio Valley.

Signed _____

(The amount of your contribution will be included on your year-end giving statement.)

Payment authorized by _____

Return this form to the designated collection box at the end of the Assembly meeting. Do not mail.

Form Instructions:

This PDF contains fields you can fill out on your computer. You may fill out this form, print it, and bring it to the assembly with you to turn in as normal.

The background color you see on your screen will not show up when you print the form. It is only there as a visual cue to identify the form as an Assembly Voucher.

The form will perform the calculations for you after you enter the miles and any extra passenger information.

If you wish to make any or all of your total travel expense a contribution to the Presbytery, please enter that amount on the "Less My Contribution" line as a negative value, by typing a minus sign before the number. Enter that number again as a positive value on the line confirming your contribution.

The total on the last line is the amount of your reimbursement.

