

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

Form Instructions:

This PDF contains fields you can fill out on your computer. You may fill out this form, print it, give it to your Moderator for approval/signing and mail it in to the POV office as normal.
(The background color of the form will not show when printing.)

Make sure to fill out all the fields that apply to your expenses completely. **If you are a member of a group (such as a workgroup or taskforce) that does not have an account number** listed at the bottom of the form, just make sure that the name of the group is completely filled out in the "Committee Name" field.

Receipts claimed must be attached and mailed with the voucher.

The form will perform calculations for you after you enter the miles and any extra passenger information, although you must enter the totals for all "Other Expenses" in the column on the right.

If you wish to make any or all of your total 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.

If you wish to email your voucher:

If you are using Adobe Acrobat Reader to view this form, you will not be able to save a copy of your filled out form. If you wish to be able to save your information, you may use Foxit Reader, another free viewer for available from www.foxitsoftware.com/pdf/reader/.

You can then save the form with the information you added and email it to the Presbytery of Ohio Valley Office. **If you have receipts, you must scan them in** and email them with the form.

If you are emailing your voucher without a Moderator's signature, processing of your reimbursement will be completed once verification from your Moderator has been obtained.