

**EXPENSE VOUCHER – COMMITTEE USE**

(Receipts Required – Please Attach)

**Salem Presbytery Corporation**

P.O. Box 1763, Clemmons, NC 27012-1763

Ph: 336-766-3393 Fax: 336-766-7153

|                                  |
|----------------------------------|
| Office Use Only:                 |
| Amt: _____                       |
| Inv Date: _____                  |
| Current Mo: _____ Accrual: _____ |
| Acct: _____                      |
| Approval: _____                  |

Date: \_\_\_\_\_

PAYABLE TO/ MAIL CHECK TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PURPOSE OF EXPENSE: \_\_\_\_\_

NAME OF EXPENSE ACCOUNT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE OF APPROVAL BY MODERATOR/CHAIR: \_\_\_\_\_

**ITEMIZED EXPENDITURES**

| EXPENSE ITEM                    | AMOUNT | OFFICE USE ONLY |
|---------------------------------|--------|-----------------|
| POSTAGE                         | \$     |                 |
| TELEPHONE                       | \$     |                 |
| TRAVEL (Detail on reverse side) | \$     |                 |
| OTHER                           |        |                 |
| 1.                              | \$     |                 |
| 2.                              | \$     |                 |
| <b>TOTAL EXPENSES</b>           | \$     |                 |

**\*\*\*Payment will only be disbursed once Minutes are received that reflect this action\*\*\***

# Committee Meeting Mileage Expense Voucher

## Salem Presbytery Corporation

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Office Use Only:

Amt: \_\_\_\_\_

Inv Date: \_\_\_\_\_

Current Mo: \_\_\_\_\_ Accrual: \_\_\_\_\_

Acct: \_\_\_\_\_

Approval: \_\_\_\_\_

Committee Meeting of \_\_\_\_\_

Moderator Signature \_\_\_\_\_

Date \_\_\_\_\_

| Name | Mail to: | Mileage Round Trip | No. of Passengers | Names of Passengers (Required) | Other Exp. (Receipt Required) | Office Use Only |
|------|----------|--------------------|-------------------|--------------------------------|-------------------------------|-----------------|
| 1.   |          |                    |                   |                                |                               |                 |
| 2.   |          |                    |                   |                                |                               |                 |
| 3.   |          |                    |                   |                                |                               |                 |
| 4.   |          |                    |                   |                                |                               |                 |
| 5.   |          |                    |                   |                                |                               |                 |
| 6.   |          |                    |                   |                                |                               |                 |
| 7.   |          |                    |                   |                                |                               |                 |
| 8.   |          |                    |                   |                                |                               |                 |
| 9.   |          |                    |                   |                                |                               |                 |
| 10.  |          |                    |                   |                                |                               |                 |
| 11.  |          |                    |                   |                                |                               |                 |
| 12.  |          |                    |                   |                                |                               |                 |
| 13.  |          |                    |                   |                                |                               |                 |
| 14.  |          |                    |                   |                                |                               |                 |
| 15.  |          |                    |                   |                                |                               |                 |

**Per action of presbytery's Budget & Finance Committee:**

- All actively serving clergy now need to utilize their church mileage reimbursement for transportation to/from presbytery committee meetings.
- Laity, Validated Ministers, Members at Large, & Retired Ministers should complete this voucher for mileage to be paid monthly, or report as deductible expense for annual tax purposes. Contact Wanda for your End of Year tax letter.
  - Total round trip mileage for each meeting will be paid to driver @ \$ .255 per mile plus an additional \$ .03 per mile per passenger up to \$ .345.

Per action of the Council: no reimbursement will be made for food for committee meetings.