

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.	\$	
TOTAL EXPENSES	\$	

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

Committee Meeting Mileage Expense Voucher

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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 Renee Carter 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.