

The Presbytery of New Harmony  
Presbyterian Church (USA)

**Expense Voucher**

**Purpose/Function** \_\_\_\_\_

**Location** \_\_\_\_\_ **Date** \_\_\_\_\_

**Travel Expenses**

**Mileage Reimbursement** (calculation will be based on \$ .535 per mile round trip from starting location using Google Maps) \$ \_\_\_\_\_

Starting address: \_\_\_\_\_

Return address: *(if different from starting address):*  
\_\_\_\_\_  
\_\_\_\_\_

**Other Expenses: (attach receipts)**

**Air Fare** ..... \$ \_\_\_\_\_

**Lodging** ..... \$ \_\_\_\_\_

**Meals** ..... \$ \_\_\_\_\_

**Other (list on reverse side)** \_\_\_\_\_ \$ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

*\*Please note that the Presbytery reimburses its volunteers at the IRS business rate, not the IRS volunteer rate. The difference in the two rates represents taxable income to the volunteer.*

**PAY TO:** \_\_\_\_\_  
*please print name clearly or type*

**ADDRESS (new address or change of address only):**  
\_\_\_\_\_  
*(street or P.O. Box)*  
\_\_\_\_\_  
*(City, State, Zip)*

\_\_\_\_\_  
**Signature**

**Authorized by:** \_\_\_\_\_  
*(must be authorized by moderator of committee, executive or associate presbyter)*

**For Presbytery Office Use:** \_\_\_\_\_ **Date Paid:** \_\_\_\_\_