

The Presbytery of New Harmony  
Presbyterian Church (USA)

2021 Expense Voucher

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

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

<b>Travel Expenses</b>	
<b>Mileage Reimbursement</b> (calculation will be based \$.56 per mile round trip from starting location using Google Maps)	\$ _____
Starting address: _____	
Return address: <i>(if different from starting address):</i> _____ _____	
<b>Other Expenses: (attach receipts)</b>	
<b>Air Fare</b> .....	\$ _____
<b>Lodging</b> .....	\$ _____
<b>Meals</b> .....	\$ _____
<b>Other (list on reverse side)</b> _____	\$ _____
<b>Total Expenses</b> \$ _____	
<small>*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.</small>	

**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)*

<b>For Presbytery Office Use:</b>	<b>Date Paid:</b> _____
	<b>Check No:</b> _____
	<b>Account No:</b> _____