

VOLUNTEER EXPENSE VOUCHER FORM

SYNOD OF THE TRINITY

The Presbyterian Church (USA)
 3040 Market Street, Camp Hill, PA 17011
 800-242-0534 office@syntrinity.org

ATTACH RECEIPTS TO THIS SIDE OF PAGE
Auditor's Require Receipts for all Purchases Other Than Mileage

Name of Meeting: _____

Place of Meeting/Event: _____

Date of Meeting/Event: _____

Mode of Transportation: _____

Air, Bus or Train Fare (round trip) \$ _____

Personal Car: _____ MILES X .35 per mile \$ _____

Rental Car: \$ _____

Rental Car Gasoline: \$ _____

Tolls: \$ _____

Lodging Expense: \$ _____

Meals: \$ _____

Taxi: \$ _____

Other (please itemize on opposite side) \$ _____

SUB TOTAL _____

DONATION TO SYNOD -\$ _____

REIMBURSEMENT TOTAL \$ _____

OFFICE USE ONLY
ACCOUNT NUMBER

Don't Forget to SUBTRACT
your Donation

LIST ITEMIZED DETAILS FROM "OTHER" CATEGORY BELOW

TRAVEL POLICIES SYNOD OF THE TRINITY

Committee Expense Budgets are made possible by the benevolence giving of individual Christians. Though Synod expects to pay necessary expenses for persons serving on committees, each of us is called to exercise accountability as a Christian steward in the use of the church's money. In the practice of good stewardship we encourage all volunteers to research travel arrangements and seek the least expensive mode of travel.

To provide guidance regarding travel expenses, the Synod has established the following policies:

Receipts must be attached for all expenses.

Reimbursement for alcohol purchases is prohibited.

The following transportation expenses shall be approved for reimbursement:

- personal car mileage (at the mileage rate approved by Synod)
- public conveyance (airplane, bus, train)
- rental car and gas
- tolls and parking
- taxi and limousine
- lodging and meals to and from meeting or event

Your Signature: _____

PRINT Name: _____

Street: _____

City: _____ State: _____ Zip: _____

APPROVAL: _____ Date: _____

SYNOD EMPLOYEE SIGNATURE