

**PRESBYTERY OF WYOMING**

Check No. \_\_\_\_\_

**2021 TRAVEL REIMBURSEMENT VOUCHER**

Check Date \_\_\_\_\_

DATES OF TRAVEL \_\_\_\_\_

Complete and give to Committee Chair for Signature

PROGRAM/PROJECT OR MEETING OF \_\_\_\_\_  
(Committee)

HELD AT \_\_\_\_\_ DATE \_\_\_\_\_

TOTAL MILES (Round Trip) \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ TOTAL MILES x .14= \_\_\_\_\_  
Mileage for Each Additional Delegate/Committee Member: (Enter amount on first line below)

TOTAL MILES \_\_\_\_\_ x .02 CENTS PER MILE \_\_\_\_\_

**Please attach Receipts**

TRAVEL - MILEAGE FROM ABOVE AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

OTHER TRAVEL AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

<u>MEALS:</u>	<u>No.</u>	<u>Max. allowance for:</u>	<u>Restaurant</u>	<u>Church</u>	AMOUNT	ACCOUNT #
	( )	Breakfast	\$4.50	\$3.50	\$ _____	_____
	( )	Lunch	\$6.00	\$4.50	\$ _____	_____
	( )	Dinner	\$8.00	\$6.00	\$ _____	_____

LODGING (Not reimbursed for Presbytery Meetings) **Attach Receipts** AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

TELEPHONE, CELL PHONE, INTERNET ACCESS AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

OTHER EXPENSES: \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
\_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ ACCOUNT # \_\_\_\_\_

**TOTAL** AMOUNT \$ \_\_\_\_\_

**Amount, if any, to be donated back to the Presbytery of Wyoming** - \_\_\_\_\_

**REIMBURSABLE TOTAL** AMOUNT \$ \_\_\_\_\_

My signature below, in fact, represents the money due in accordance with the Presbytery reimbursement policy:

\_\_\_\_\_

**AUTHORIZED BY:** \_\_\_\_\_

**COMMITTEE/POSITION** \_\_\_\_\_  
(Committee Name & Position Held)

PAY TO: (Please Print) \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_