

Year: \_\_\_\_\_ EXPENSE VOUCHER  
YELLOWSTONE PRESBYTERY  
Attn: Accounts Payable

**PLEASE submit completed form via email with needed attachments/receipts to:  
treasurer@yellowstonepcusa.org**

More forms available on website: [www.yellowstonepcusa.org](http://www.yellowstonepcusa.org)

Please complete the voucher, including your signature and the signature of one other person (Stated Clerk, Co-General Presbyter, Moderator to approve). Two signatures are required and the moderator can then submit to treasurer. Attach documentation and receipts for all expenses except mileage.

\* **Must submit within 30 days of expense use**  
**treasurer@yellowstonepcusa.org**

Pay to:  
NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

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

NOTE: Presbytery mileage reimbursement is \$0.25 per mile. For car pooling, add \$0.05 per mile per additional passenger.

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

Acct # \_\_\_\_\_ For \_\_\_\_\_ Check: Administrative\_\_ or Program\_\_

Meeting Location \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL VOUCHER AMOUNT \$ \_\_\_\_\_

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
SIGNATURE OF OFFICER/MODERATOR

<b>Account</b>	<b>Expense</b>	<b>Budget Class: A= Administrative P=Program</b>
<b>Presbytery Office</b>		
6801	Office Copies & Postage	A
6802	Insurance Exp.	A
6803	Office Supplies	A
6805	Office Telephone	A
<b>Presbytery</b>		
6306	Task Force Meetings	A
6702	Cluster Meetings	P
6704	Presbytery Meetings	A
6705	Presbytery Other	A
6705	Presbytery Program Other	P
<b>Leadership Cabinet</b>		
6302	Cabinet Expenses	A
6303	Council Meetings	A
<b>Pastoral Ministry Team/Vocations</b>		
6501	PMT-Training	P
6502	Congregation Ministry	P
6503	Emergency Career Counseling	P
6504	Other PMT Program Expense	P
6505	Nom/StTim/Delegate Meetings Expense	A
6506	PMT Meeting	A
<b>Rep/Nom/St.Tim/Other Bodies</b>		
6506	Meeting Expense	P
<b>Camping &amp; Youth</b>		
6101	Rental Equip-Rafting-Swimming	P
6102	Food	P
6103	Supplies	P
6104	Transportation-Bus	P
6106	Camp Salaries	P
6110	Triennium	P
6120	Events Miscellaneous	P
6201	Publicity	P
6206	Utilities: Westminster Spires	P
6801	Copies & Postage	P
6802	Insurance Exp.	P