

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

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 _____ \$ _____

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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

Account	Expense	Budget Class: A= Administrative P=Program
Presbytery Office		
6801	Office Copies & Postage	A
6802	Insurance Exp.	A
6803	Office Supplies	A
6805	Office Telephone	A
Presbytery		
6306	Task Force Meetings	A
6702	Cluster Meetings	P
6704	Presbytery Meetings	A
6705	Presbytery Other	A
6705	Presbytery Program Other	P
Leadership Cabinet		
6302	Cabinet Expenses	A
6303	Council Meetings	A
Pastoral Ministry Team/Vocations		
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
Rep/Nom/St.Tim/Other Bodies		
6506	Meeting Expense	P
Camping & Youth		
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