

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

Please submit completed form via email with needed attachments/receipts to:  
[treasurer@yellowstonepcusa.org](mailto: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**

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