

2013 EXPENSE VOUCHER

YELLOWSTONE PRESBYTERY

Attn: Treasurer, Sheryl Hallin

203 B Haggerty Lane, Bozeman, MT 59715

More forms available on website: www.yellowstonepcusa.org

Please complete the voucher, including your signature and the signature of one other person (Stated Clerk, Committee, Commission, Council, or Presbytery Moderator). Two signatures are required. Attach documentation and receipts for all expenses except mileage.* **Must submit within 30 days of charge.**

Pay to: NAME _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____ PHONE _____

NOTE: Presbytery mileage reimbursement for 2013 is \$0.25 per mile. For car pooling, add \$0.05 per mile per additional passenger. Example: Driver and two passengers, multiply by \$0.35 per mile.

Acct# 7901.7800 For 200 miles @ .25 Presbytery Meeting
Meeting Location Big Sky Date 01/01/13 \$ 50.00

EXAMPLE

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

TOTAL VOUCHER AMOUNT \$ _____

Date: _____
YOUR SIGNATURE

Date: _____
SIGNATURE OF OFFICER/MODERATOR

I would like to donate \$ _____ (all) or \$ _____ portion of my expenses to Yellowstone Presbytery.

Treasurer's Use Only

Date of Check: _____ Number of Check: _____ Amount: \$ _____

Remaining Budget: _____ As of: _____

2013 CHART OF ACCOUNTS

Please use the following account numbers when completing the voucher on the reverse side. This list does not include all account numbers. Please contact Sheryl at the presbytery office if you have any questions.

CAMPING & YOUTH - Meetings

1301.3700 Meals
1301.7800 Travel

COMMITTEE ON PERSONNEL - Meetings

3701.3700 Meals
3701.7800 Travel

CAMPING PROGRAM - EXPENSES

5.01.1351.2400 Copies & Postage
5.01.1351.2800 Facilities Maintenance
5.01.1351.5700 Publicity
5.01.1351.6000 Refunds
5.01.1360.1400 Camp Staff
5.01.1360.2900 Food
5.01.1360.4000 Misc. expenses
5.01.1360.6200 Rental Equipment
5.01.1360.7400 Supplies
5.01.1360.7490 Swimming
5.01.1360.7710 Transportation
5.01.1360.7800 Travel
5.01.1370.0000 Revamp Camp Misc.
5.01.1350.6010 Triennium
5.01.1390.4000 Winter, Summer, Fall Events, Misc.

COMMITTEE ON REPRESENTATION - Meetings

4001.3700 Meals
4001.7500 Telephone/Conference Calls
4001.7800 Travel

COMMITTEE ON BUDGET & FINANCE - Meetings

2201.3700 Meals
2201.7800 Travel

COMMITTEE ON VOCATIONS - Meetings

4601.2400 Copies & Postage
4601.3600 Lodging
4601.3700 Meals
4601.7800 Travel
4602.4000 Prep for the Ministry-Misc.

COMMITTEE ON HIGHER EDUCATION - Meetings

2501.3700 Meals
2501.7800 Travel

DELEGATES TO OTHER BODIES - Meetings

5201.3600 Lodging
5201.3700 Meals
5201.7800 Travel

COMMITTEE ON MINISTRY - Meetings

5.01.2840.0000 Meeting Expenses
5.01.2840.3600 Lodging
5.01.2840.3700 Meals
5.01.2840.7800 Travel
5.01.2849.4000 Cell Phone
2849.7700 Training
2852.4000 Emergency Career Counseling

PRESBYTERY LEADERSHIP CABINET - Meetings

7601.3600 Lodging
7601.3700 Meals
7601.7500 Telephone/Conference Calls
7601.7800 Travel

COMMITTEE ON MISSION - Meetings

3101.3700 Meals
3101.7800 Travel
3150.4000 Program Misc.

PRESBYTERY - Meetings

7901.3600 Lodging
7901.3700 Meals
7901.4000 Misc.
7901.7800 Travel
7999.4000 Vision Task Force-Misc.

COMMITTEE ON NOMINATIONS - Meetings

3401.3700 Meals
3401.7800 Travel

PRESBYTERY OFFICE

8201.2400 Copies & Postage
8201.4000 Misc.
8201.7400 Supplies
8201.7500 Telephone/Conference Calls

COMMITTEE ON ST. TIMOTHY'S

4301.3700 Meals
4301.7800 Travel