

Year: _____ EXPENSE VOUCHER
YELLOWSTONE PRESBYTERY
Attn: Accounts Payable
PO Box 1254, Bozeman, MT 59771

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 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 _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Date _____ \$ _____

TOTAL VOUCHER AMOUNT \$ _____

YOUR SIGNATURE

SIGNATURE OF OFFICER/MODERATOR

If you would like to make a donation to the Presbytery, please do so with a check payable to the Presbytery so that you can obtain a donation letter at year end.

Treasurer's Use Only

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

Remaining Budget: _____ As of: _____

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 the Treasurer at the presbytery office if you have any questions.

PRESBYTERY OFFICE

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

PRESBYTERY

7601.3500 Task Force Meetings
7901.3500 Presbytery Meetings
7901.4000 Presbytery Other

LEADERSHIP CABINET

7601.3500 Cabinet Meetings
7601.4000 Cabinet Other

PASTORAL MINISTRY TEAM/VOCATIONS

5.01.2840.0000 PMT/Vocation Meetings
5.01.2853.4000 PMT/Vocations-Other

CAMPING PROGRAM – EXPENSES

5.01.1351.2400 Copies & Postage
5.01.1351.3200 Insurance
5.01.1351.5700 Publicity
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-Bus
5.01.1360.8300 Utilities Westminster Spires
5.01.1350.6010 Triennium
5.01.1390.4000 Events, Misc.
5.01.1395.4000 Admin Travel & Meals

REPRESENTATION/NOMINATIONING TEAM

5.01.3401.3500 Rep/Nom Meetings
5.01.3401.4000 Rep/Nom Other

ST. TIMOTHY'S

5.01.4301.3500 St. Tim's Meetings
5.01.4301.4000 St. Tim's Other

DELEGATES TO OTHER BODIES

5.01.5201.3500 Delegates' Meetings
5.01.5201.4000 Delegates' Other