

Year: _____ EXPENSE VOUCHER
YELLOWSTONE PRESBYTERY
Attn: Treasurer, Sheryl Hallin
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 charge.**

Pay to:

NAME _____

MAILING ADDRESS _____

CITY, STATE, ZIP _____ PHONE _____

NOTE: Presbytery mileage reimbursement for 2014 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 MM/DD/YY \$___50.00___

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ Date _____ \$ _____

Acct # _____ For _____

Meeting Location _____ 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 Sheryl 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 - Meetings

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

PRESBYTERY LEADERSHIP CABINET – Meetings

7601.3600 Lodging
7601.3700 Meals
7601.7500 Telephone/Conference Calls
7601.7800 Travel

BUDGET & FINANCE - Meetings

2201.3700 Meals

2201.7800 Travel

PERSONNEL - Meetings

3701.3700 Meals

3701.7800 Travel

CAMPING & YOUTH TEAM - Meetings

1301.3700 Meals
1301.7800 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.

PASTORAL MINISTRY TEAM - 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

REPRESENTATION/NOMINATING TEAM - Meetings

4001.3700 Meals
4001.7500 Telephone/Conference Calls
4001.7800 Travel

HIGHER EDUCATION - Meetings

2501.3700 Meals
2501.7800 Travel

ST. TIMOTHY'S

4301.3700 Meals
4301.7800 Travel

DELEGATES TO OTHER BODIES - Meetings

5201.3600 Lodging
5201.3700 Meals
5201.7800 Travel