

Year: \_\_\_\_\_ EXPENSE VOUCHER  
**YELLOWSTONE PRESBYTERY**

Attn: Treasurer, Sheryl Hallin  
PO Box 1254, Bozeman, MT 59771

**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, 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 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** \_\_\_\_\_

**Meeting Location** \_\_\_\_\_ **Date** \_\_\_\_\_ **\$** \_\_\_\_\_

**TOTAL VOUCHER AMOUNT \$** \_\_\_\_\_

\_\_\_\_\_  
YOUR SIGNATURE

\_\_\_\_\_  
SIGNATURE OF OFFICER/MODERATOR

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**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 - Meetings 7901.3500

### PRESBYTERY LEADERSHIP CABINET

7601.3500 Cabinet Meetings  
7601.4000 Cabinet Other  
7601.8100 Legal  
7601.3500 Task Force Meetings  
7901.3500 Presbytery Meetings  
7901.4000 Presbytery Other

### BUDGET & FINANCE

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  
5.01.1351.3200 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

### PASTORAL MINISTRY TEAM/Vocations

5.01.2840.0000 PMT Meeting Expenses  
5.01.2853.4000 Vocations-Other  
2849.7700 PMT Training  
2852.4000 Emergency Career Counseling

### 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