

**EASTERN OKLAHOMA PRESBYTERY
2011 EXPENSE VOUCHER**

ACCT. NUMBER _____ **ACCT. NAME** _____

NAME OF PERSON SUBMITTING VOUCHER _____

TELEPHONE NUMBER (daytime - for questions regarding this voucher) _____

MEETING ATTENDED _____ **DATE** _____

COMMITTEE TO BE CHARGED _____

For the sake of Presbytery records, a voucher should be submitted for ALL expenses. You may either be reimbursed for your expenses or declare them as a contribution. For contributions please check below and submit this voucher; an acknowledgment will be sent to you for your records at the end of the year.

_____ Check here if you intend to make contribution

MAKE CHECK PAYABLE TO: _____

MAILING ADDRESS: _____

EXPENSES:

Number of Miles Driven _____ x \$.20 =.....	\$ _____
Car Pooling: Miles driven _____ x # passengers _____ x \$.05 =.....	\$ _____
Turnpike Toll.....	\$ _____
Plane Fare	\$ _____
Other Transportation.....	\$ _____
Motel/Hotel.....	\$ _____
Meals.....	\$ _____
Postage/Supplies/Duplicating.....	\$ _____
Telephone.....	\$ _____
Other _____	\$ _____

(Please Identify)

TOTAL AMOUNT DUE \$ _____

COMMITTEE AUTHORIZATION: _____ **DATE:** _____

All vouchers must be authorized by committee moderator for payment.

PRESBYTERY APPROVAL: _____ **DATE:** _____

All vouchers must be approved by the General Presbyter or his designee.

MAIL COMPLETED VOUCHER TO:

Eastern Oklahoma Presbytery, 700 S Boston Ste 200, Tulsa OK 74119-1629

VOUCHER PAID: DATE _____ **CHECK NO.** _____ **CHARGE TO ACCOUNT NO.** _____

CHECK ISSUED BY: _____