

**2024 EXPENSE VOUCHER**

Pay To: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Purpose of Expense: \_\_\_\_\_

Please itemize expenses below:

<u>Budget Number</u>	<u>Item Title From Budget</u>	<u>Total Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Due \$ \_\_\_\_\_

I hereby donate the following amount to The John Knox Presbytery.  
 (A copy of the voucher will be sent to you.)

-

**TOTAL AMOUNT TO BE PAID** \$ \_\_\_\_\_

Paid by Check # \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Verification Initials \_\_\_\_\_

Signed By: \_\_\_\_\_  
 Authorized By: \_\_\_\_\_

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	Auto Travel: Miles @ 20¢ per mile	
	Passenger(s): Miles @ 2¢ per mile	
	Parking	
	Public Transportation	
	Accommodations	
	Meals	
	Telephone	
	Postage	
	Other	