

**MEETING EXPENSE VOUCHER
 PRESBYTERY OF WESTERN NORTH CAROLINA
 114 SILVER CREEK ROAD
 MORGANTON, NC 28655**

Name of Committee: _____

Date: _____

Charge to Committee Account Number: _____

Authorized Signature: _____

			OFFICE USE ONLY	
NAME AND ADDRESS (Please print and include zip code)	MILEAGE (Round Trip)	OTHER (Indicate)	TOTAL AMOUNT	VENDOR NUMBER
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

If address is new, please circle to indicate change.

**DISBURSEMENT REQUEST
PRESBYTERY OF WESTERN NORTH CAROLINA
114 SILVER CREEK ROAD
MORGANTON, NC 28655**

Date: _____

Authorized By: _____

Issue check in the amount of

\$

to _____

SPECIAL REMARKS (Mailing address, etc.) _____

CHARGE AS FOLLOWS

Amount	Area of work to charge	Acct # to charge	OFFICE USE ONLY
\$			
\$			
\$			

ATTACH ALL RECEIPTS

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\$			
\$			

ATTACH ALL RECEIPTS

EXPENSE VOUCHER
PRESBYTERY OF WESTERN NORTH CAROLINA
(Please attach receipts)

DATE: _____

COMMITTEE ACCOUNT TO DEBIT: _____

PURPOSE OF EXPENSES: _____

AUTHORIZED SIGNATURE: _____

ITEMIZED EXPENDITURES:

OFFICE USE ONLY

EXPENSE ITEM	AMOUNT	
Meals _____	\$ _____	
Postage _____	_____	
Telephone _____	_____	
Travel _____	_____	
1. _____ Miles @ _____ per mile	_____	
2. Other: _____	_____	
Other:		
1. _____	_____	
2. _____	_____	
TOTAL EXPENSES	\$ _____	

MAIL CHECK TO: Name: _____

Address: _____

City, State _____ Zip _____

INSTRUCTIONS

1. Complete and return this form to the Presbytery of Western North Carolina, Attn: Treasurer, 114 Silver Creek Road, Morganton, NC 28655.
2. Indicate date, identify account number in the budget the expense will be charged, state purpose of expenses, and have the authorized person sign the expenditure.
3. Itemize expenses under classifications listed and attach all receipts for which receipts are normally available.
4. Print clearly the name and address to which the check should be mailed. Zip code is required for mailing.