

Expense Voucher

Alabama Synod Cumberland Presbyterian Church in America, Inc.

Please complete expense voucher thoroughly, follow instructions on back.

Make payable to: _____ Date _____

Address: _____

Phone: _____ Event/Purpose _____

Official Use Only - Voucher No. _____

Total Expense _____

Reimbursement Amount _____

Approved by _____ Date _____

Amount paid _____ Check No. _____

Written by _____ Date _____

500 Alabama Synod Operating Expense

501.1 Printing of Programs \$ _____
 501.2 Printing of Minutes \$ _____
 501.3 Printing of Preliminary Minutes \$ _____
 501.4 Other Printing in the Year \$ _____
 502 Mailing - Postage, etc. \$ _____
 503.1 Printing at the Synod - copier \$ _____
 503.2 Printing at the Synod - copies \$ _____
 503.3 Printing at the Synod - typist \$ _____
 504.1 Bonding \$ _____
 504.2 Liability \$ _____
 505 Host Church \$ _____
 506 Miscellaneous \$ _____
 507 Lodging at the Synod \$ _____
 508 Travel \$ _____
 509.1 Regular Telephone Call \$ _____
 509.2 Conference Call \$ _____
 510 Attorney Fee \$ _____

600 Executive Board

601.1 Donations - Moderator \$ _____
 601.2 Donations - Vice Moderator \$ _____
 601.3 Donations - Stated Clerk \$ _____
 601.4 Donations - Engrossing Clerk \$ _____
 602 Meals \$ _____

700 Alabama Synod Youth Camp

701 Cumberland Presby. YC \$ _____
 702 AL Synod YC \$ _____

800 Missionary Societies

801 Meals \$ _____
 802 Scholarships \$ _____
 803 Postage & Mailing \$ _____
 804 Supplies \$ _____
 805 Miscellaneous \$ _____

900 Junior Missionary Societies

901 Meals \$ _____
 902 Postage & Mailing \$ _____
 903 Supplies \$ _____
 904 Miscellaneous \$ _____

1000 Sunday School Convention

1001 Meals \$ _____
 1002 School of Methods (materials) \$ _____
 1003 Facilitators - Meals \$ _____
 1004 Postage & Mailing \$ _____
 1005 Supplies \$ _____
 1006 Miscellaneous \$ _____

2000 CP Youth Fellowship

2001 Meals \$ _____
 2002 Postage & Mailing \$ _____
 2003 Supplies \$ _____
 2004 Miscellaneous \$ _____

3000 Judiciary Board

3001 Meals \$ _____
 3002 Postage & Mailing \$ _____
 3003 Supplies \$ _____
 3004 Miscellaneous \$ _____

4000 Emergency Fund

4001 \$ _____

5000 Pastor Subsidy

5001 \$ _____

6000 Hosting the Synod

6001 \$ _____

7000 General Operating Fund

7001 \$ _____

8000 Miscellaneous & Other

Funds in \$ _____
 Funds out \$ _____
 Other \$ _____

Total Amount of Expenses \$ _____

Note: If you would like to be reimbursed for only part of your expenses, please indicate amount of your total expense to be designated as Donations \$ _____

Reimbursement Amount \$ _____

"Submit receipts, sign & date below"

Payment cannot be made without signature & documentation

Signature _____ Date _____

Approval Signature (may not authorize own voucher)

_____ Date _____

Moderator/Chairperson

Approval Signature (may not authorize own voucher)

_____ Date _____

Banking Committee Member

"Travel Entry" Date _____

From _____

To _____

Reason for travel _____

lap Quest mileage @ .32 cents a mile - Total _____

**Alabama Synod Cumberland Presbyterian Church in America, Inc.
Expense Voucher Instructions for Requesting Reimbursement Payment**

1. **Members of the Alabama Synod and Auxiliaries** desiring reimbursement for expenditures should present an expense voucher to the Banking Committee/designees with proof of money spent. Receipts (original) are required for all transactions. Expense vouchers must be submitted within 25 days of incurring the expense. No expense voucher will be paid without sufficient documentation (includes travel, lodging, meals, donations, miscellaneous, etc.). Reoccurring expenses require a written explanation. For travel (at a minimum driving direction) a copy of the Map Quest travel directions should be attached to the disbursement voucher.
2. Any expenses in exception to the budget, that are requested and are not listed on the expense voucher cannot be approved until it is read at the annual meeting of the Alabama Synod and a motion is made to pay such an item. The authorizing agency shall sign the voucher and forward the voucher to the stated clerk for action of the Alabama Synod.
3. The Banking Committee will write and mail the check or make contact for pickup in person.
4. **Eligibility**—all persons who are involved in performing assigned tasks by the Alabama Synod and assigned task of the Auxiliaries of the Synod.
5. **When to submit a Complete voucher:** when Synod is not in session – 25 days from the date the expense occurred
when Synod is in session – no later than 6:00 p.m. Friday evening.
Vouchers will be nullified after 25 days.
6. **How to submit:**
 - a. Fully complete one form (or more if more space is required)
 - b. Each person requesting reimbursement must submit an individual form
 - c. Complete the form in it's entirety with receipts
 - d. Sign and date the voucher
 - e. Check the totals
 - f. Make a copy for your records
 - g. Submit the completed voucher to the chairperson of the organization you represent for signature approval.
 - h. They will sign off on the voucher, make a copy and then forward the voucher to the Banking Committee of the Alabama Synod for payment.
7. **Travel – Driver of Auto-** @ .32 cents a mile via Map Quest. When carpooling only the driver will be reimbursed.
8. Incomplete vouchers will be returned for completion/corrections before payments are made. Check before submitting.
9. **Lodging –** Lodging will be reimbursed according to the current financial plan and when authorized by the Alabama Synod, prior approval is required if lodging is not a part of the current approved budget.
10. **Meals –** all meals incurred, as allowed in the budget will be reimbursed up to \$8.00 per meal. Breakfast, lunch, dinner.
11. **Receipts-** please include all original receipts to support ALL expenses listed on the voucher.
12. **Telephone –** Each organization will be issued calling cards. Use accordingly. Any call that was not covered by the card, a copy of the telephone bill must accompany the request, if charges were incurred outside of the calling area.
13. Your signature attached to this voucher is your certification that you hereby certify that you have incurred the expense as identified on the voucher in meeting the responsibility of your office or task assigned by the Alabama Synod or auxiliary and request reimbursement by the Alabama Synod within the provisions of the budget and available funds of the Alabama Synod.

**Mailing Address
Alabama Synod Cumberland Presbyterian Church in America, Inc.
P.O. 22053 – Huntsville, Al 35814-2053**