

# Expense Voucher Report

Revised June 2021

v005

Check Payable (or transfer funds) to: \_\_\_\_\_ Report Date: \_\_\_\_\_

Purpose/Comments: \_\_\_\_\_

Itemized Expenses		
Merchant/Detail	Invoice or Receipt Attached?	Transaction Amount
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$
	Yes / No	\$
<b>Personal Vehicle Usage</b>	<b>Total Miles</b> _____ <b>@ 56 cents per mile =</b> <small>NOTE: Pre-approval by the Sr. Warden required for reimbursement of personal vehicle usage</small>	
<b>Total Voucher Amount</b>		<b>\$</b>

**NOTE:** Check must be picked up in Church Office unless one of the boxes is checked below:

- Mail payment to the address on invoice attached
- Mail payment to payee listed above at following address:

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

APPROVAL BY GUILD, ORGANIZATION, or PARISH OFFICERS	
Name of Organization _____	
Officer's Signature & Title _____	Date _____
Or Sr. Warden's Signature _____	Date _____

Authorized Amount Paid \$ \_\_\_\_\_