

2023- UPPER OHIO VALLEY PRESBYTERY - 2023

Reimbursement Voucher

Authorization for Expenditure

Date submitted

Pay to

Address

City/State/Zip

Charge to (Committee, etc.)

Account Name

Account Number

Meals \$ (complete other side)

Telephone (attach copy of bill)

Travel \* (circle one) \$0.655 or \$0.14 miles x (complete other side)

Other (attach receipts)

TOTAL \$

I wish to designate % of my expense as a charitable contribution to Upper Ohio Valley Presbytery.

\* IRS allows \$0.655 per mile for employee business miles and \$0.14 per mile for persons giving services to a charitable organization. Payment above these amounts constitutes taxable income and may result in a 1099 being issued at the end of the year to show the excess amount as income.

I affirm that all claimed expenses occurred no more than 60 days ago.

SIGNATURE OF EMPLOYEE/VOLUNTEER

COMMITTEE CHAIR'S APPROVAL:

PLEASE SUBMIT VOUCHER TO: Treasurer Upper Ohio Valley Presbytery 907 National Road Wheeling, WV 26003

TREASURER'S APPROVAL:

VOUCHER POLICIES OF UPPER OHIO VALLEY PRESBYTERY

Everyone is called to be accountable as a Christian steward in the use of presbytery funds. In order to provide the proper guidance in regard to expenses, UOVP has established these and other policies:

- 1. All requests for expenditures must be signed by the authorized person.
2. All vouchers for reimbursement must also be signed by the employee/volunteer.
3. No chairperson shall sign his or her own reimbursement voucher.
4. Reimbursement vouchers of presbytery personnel shall be signed by the presbytery treasurer.
5. An itemized estimate must be submitted with the request form for an advance payment.
6. ALL necessary receipts must be attached for reimbursement.
7. Completed vouchers should be submitted to the presbytery treasurer within one month of the incurred expense, and NO MORE than two months.

**Meals:** Requests for reimbursement for meals or entertainment must include the business relationship among the parties to sufficiently explain the business purpose and why the expense was incurred on behalf of the presbytery.  
**Itemized receipts (not just totals) are required for meals over \$7.00.**

**Date of Meal/Entertainment      Business Relationship      Reason Expenses were Incurred**

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**Note:** Presbytery employees must include beginning and ending odometer readings.

**Date and Time of Travel      Place/Destination      Purpose of Trip      Miles Driven  
 (odometer readings)**

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**Total miles** \_\_\_\_\_

**Expense vouchers should be submitted within 30 days  
 (BUT IN ALL CASES NO MORE THAN 60 DAYS, OR BEFORE THE END OF THE CALENDAR YEAR).**