

**ADMINISTRATION
TRAVEL VOUCHER**

Presbytery of the Cascades

0245 S.W. Bancroft St., Ste. D
Portland, OR 97239-4272

Date: _____

Committee/Event: _____
(be specific to location)

Meeting Date: _____

2018

Please pay to the order of:

(please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

FROM: _____ **TO:** _____

_____ Miles @ \$0.14 (Driver only) \$ _____

_____ Miles @ \$0.04 (per passenger) \$ _____

Other (itemize) _____ \$ _____

_____ \$ _____

TOTAL: \$ _____

NOTE: Instead of reimbursement, **I wish to donate:** \$ _____ to
The Presbytery of the Cascades and receive tax credit for my contribution.

Signature: _____

Approval: _____

Account Number: _____

Committee Chairs & Regional Office Staff need to co-sign vouchers.

Do not submit directly to Accounting Department.

The Presbytery of the Cascades requires that all expense receipts, except for mileage, be submitted with the Travel Voucher form for reimbursement. Travel reimbursement requests must be submitted within 60 days of incurrence.

VOUCHER DEADLINE: DECEMBER 1, 2018 (Received in Portland)

**ADMINISTRATION
TRAVEL VOUCHER**

Presbytery of the Cascades

0245 S.W. Bancroft St., Ste. D
Portland, OR 97239-4272

Date: _____

Committee/Event: _____
(be specific to location)

Meeting Date: _____

2018

Please pay to the order of:

(please print)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

FROM: _____ **TO:** _____

_____ Miles @ \$0.14 (Driver only) \$ _____

_____ Miles @ \$0.04 (per passenger) \$ _____

Other (itemize) _____ \$ _____

_____ \$ _____

TOTAL: \$ _____

NOTE: Instead of reimbursement, **I wish to donate:** \$ _____ to
The Presbytery of the Cascades and receive tax credit for my contribution.

Signature: _____

Approval: _____

Account Number: _____

Committee Chairs & Regional Office Staff need to co-sign vouchers.

Do not submit directly to Accounting Department.

The Presbytery of the Cascades requires that all expense receipts, except for mileage, be submitted with the Travel Voucher form for reimbursement. Travel reimbursement requests must be submitted within 60 days of incurrence.

VOUCHER DEADLINE: DECEMBER 1, 2018 (Received in Portland)

Dear Friend,

Thank you for thinking about the contribution of your expenses to the ministry and work of the Presbytery of the Cascades.

We deeply appreciated your contribution of Presbytery-related expenses that you have incurred and for which you have not sought to be reimbursed. We record each contribution you make and will send you your record with our thanks in January 2018, similar to the practice of your local congregation.

You also know that IRS regulations require us to say no goods or services were received in exchange for your donation. Another IRS phrase is “intangible religious benefits”...but we know that the good news of Jesus Christ is the most tangible gift in the world.

Thank you for your participation in sharing this good news!

Dear Friend,

Thank you for thinking about the contribution of your expenses to the ministry and work of the Presbytery of the Cascades.

We deeply appreciated your contribution of Presbytery-related expenses that you have incurred and for which you have not sought to be reimbursed. We record each contribution you make and will send you your record with our thanks in January 2018, similar to the practice of your local congregation.

You also know that IRS regulations require us to say no goods or services were received in exchange for your donation. Another IRS phrase is “intangible religious benefits”...but we know that the good news of Jesus Christ is the most tangible gift in the world.

Thank you for your participation in sharing this good news!