

**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: \_\_\_\_\_

2019

**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, 2019** (Received in Portland)

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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 2020, 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!

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