

2012 – UPPER OHIO VALLEY PRESBYTERY – 2012

_____ 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) \$0.555 or \$0.14 miles x _____ (complete other side)

Other (attach receipts)..... _____

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..... _____

TOTAL \$ _____

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

* IRS allows \$0.555 per mile (as of January 1, 2012) 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

APPROVED BY _____

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

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.

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).