

# 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	\$
Personal Vehicle Usage	Total Miles _____ @ 56 cents per mile = NOTE: Pre-approval by the Sr. Warden required for reimbursement of personal vehicle usage	\$
Total Voucher Amount		\$

**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 \$ \_\_\_\_\_