

# OXFORD PRESBYTERY EXPENSE VOUCHER

**Guidelines:**

Reimbursement will be made for members of presbytery when on official business under the authority of Presbytery or Division.

Application may be made for travel to Executive or special meetings but not for attending regular Presbytery or Division meetings.

Payment for travel is based on total distance or round trip.

Valid receipts or vouchers for goods or services received or invoice **MUST** be attached to this voucher.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

MEETING: \_\_\_\_\_

Mileage \_\_\_\_\_ km @ \$.39 / km \$ \_\_\_\_\_

Other expenses \_\_\_\_\_ \$ \_\_\_\_\_

Specify \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total** \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_

Division \_\_\_\_\_



Paid by cheque number \_\_\_\_\_

Date: \_\_\_\_\_

Gst: \_\_\_\_\_