

PRESBYTERY OF SUSQUEHANNA VALLEY
5811 Heritage Landing Drive, 2nd Floor, East Syracuse, NY 13057-9360
Email with Receipts attached to: finance@susvalpresby.org

One trip per voucher

2018 Committee Expense Voucher

Payable to _____ Address _____

Date of trip _____ Location/Purpose of trip _____

_____ miles @.545 per mile in 2018	\$ _____	COM operating - 700301
Telephone	\$ _____	COM clergy care - 700302
Meals	\$ _____	COM program - 700304
Other _____	\$ _____	
TOTAL	\$ _____	

I wish to be reimbursed YES / NO **Check one**

I wish to be reimbursed only this amount \$ _____

Budget Account to be charged _____ Account # _____

Signature of Requestor _____ Approved by _____

(Chair of Committee or Authorized Signature)

rev 12/21/2017

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