

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

**One trip per voucher**  
**2017 Committee Expense Voucher**

Payable to \_\_\_\_\_ Address \_\_\_\_\_

Date of trip \_\_\_\_\_ Location/Purpose of trip \_\_\_\_\_

\_\_\_\_\_ miles @.535 per mile in 2017 \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

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)

Rev12/16/2016

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

**One trip per voucher**  
**2017 Committee Expense Voucher**

Payable to \_\_\_\_\_ Address \_\_\_\_\_

Date of trip \_\_\_\_\_ Location/Purpose of trip \_\_\_\_\_

\_\_\_\_\_ miles @.535 per mile in 2017 \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

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 12/16/2016