

**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

**2018 Committee Expense Voucher**

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

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

_____miles @.545 per mile in 2018	\$ _____	CLP operating - 700101
Telephone	\$ _____	CLP program - 700104
Meals	\$ _____	CLP scholarships - 700105
Other _____	\$ _____	
<b>TOTAL</b>	<b>\$ _____</b>	
I wish to be reimbursed	YES / NO	<b>Check one</b>
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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