

SAVANNAH PRESBYTERY

"Servant Of The Churches"



TRAVEL EXPENSE VOUCHER

Person requesting payment: _____ Date: _____

Name: _____ Phone: _____

Address: _____

City, State, Zip: _____

***This expense is in support of which committee or program and/or from which line item in the budget?: _____ ***

I would prefer for my travel to be used as a tax deduction on my personal return:

Volunteers. If you perform services as a volunteer worker for a qualified charity, you may be able to deduct some of your costs as a charitable contribution. Complete this form and retain for your records

If you drive for a non-profit organization, including qualified churches and religious organizations, you can claim mileage you drive for volunteering as a donation to that organization, including the mileage you drive to and from the organization in order to volunteer. You can take a standard deduction of 14 cents per mile on your tax return. Or, if it's more advantageous and you kept track, you can deduct the actual cost of your gas for your philanthropic driving. With either choice, you also can include any parking fees or tolls paid. You must keep track of your mileage, the purpose of the trip, AND the name of the organization which you were representing on every trip recorded.

Personal Vehicle Use
(total # miles traveled _____
X .14¢ per mile): \$ _____

I would prefer to be reimbursed by the Presbytery:

Details of Request for travel expense reimbursement:

	<i>EXPENSE:</i>	<i>AMOUNT:</i>
Personal Vehicle Use (total # miles traveled _____x 30¢ per mile):		\$ _____
Meals (<i>receipt required</i>):		\$ _____
Lodging (<i>receipt required</i>):		\$ _____
Air Fare (<i>receipt required</i>):		\$ _____
Rental Vehicle (<i>receipt required</i>):		\$ _____
Other expenses (<i>receipt required</i>):		\$ _____
Subtotal:		\$ _____
Deduct any funds advanced for travel:		\$ _____
TOTAL EXPENSES claimed for reimbursement:		\$ _____

Please Attach Required Receipts to this Voucher

signature of requestor _____
date

Committee Expense Authorized by: _____
signature of Committee Chairperson _____
date

Payment Authorized by: _____
 Executive Presbyter _____
date
 Presbytery Treasurer

