



2025 Payment Voucher Request

For tax and audit purposes, all payment voucher requests must be submitted within 30 days of the expense being incurred. Please attach all receipts for expenses and a log with travel details for mileage.

Date request submitted: _____

Make payment to:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Expense(s) incurred for:

<input type="checkbox"/>	Leadership Team/ Moderators	<input type="checkbox"/>	Commission on Ministry
<input type="checkbox"/>	Congregational Support Team	<input type="checkbox"/>	Nominating & Representation Committee
<input type="checkbox"/>	Dynamic Leaders Team	<input type="checkbox"/>	Administrative Commission for _____
<input type="checkbox"/>	Mission & Outreach Team	<input type="checkbox"/>	Commission on the Preparation for Ministry
<input type="checkbox"/>	Administration & Support Team	<input type="checkbox"/>	Scholarship/ Grant for _____
<input type="checkbox"/>	Budget & Finance Committee	<input type="checkbox"/>	Other _____

Meeting or event attended _____

Date/time of meeting or event _____ Location _____

Amount Requested

Mileage

_____ miles x 14 cents per mile = _____

Please attach a log indicating date and location of meeting(s) and event(s) and number of miles traveled round-trip by motor vehicle.

Add 2 cents per mile for each rider and list their names here.

Meals and Lodging _____

Postage/ Supplies/ Fax Fees / Etc. _____

Other (Please describe expense.) _____

_____ Total of documented expenses

_____ Less contribution to the presbytery

_____ Total amount of reimbursement request

I certify that these expenses were incurred as I attended a meeting or event while conducting business for the Presbytery of Lake Michigan.

Signature of person submitting request

Date

I certify that the expenses incurred by the individual submitting this payment request voucher are related to business for the Presbytery of Lake Michigan, and authorize reimbursement of the individual in the amount indicated on this form.

Approval signature of moderator/ facilitator/ authorized person

Date

- Approved payment vouchers and supporting documentation in **paper form** should be mailed to the Presbytery of Lake Michigan, 1511 Helen Avenue, Portage, MI 49002.
- Approved payment vouchers and supporting documentation in **electronic form** should be sent to bookkeeperplm@gmail.com as an electronic attachment.