



# 2026 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:

Leadership Team/ Moderators	Commission on Ministry
Congregational Support Team	Nominating & Representation Committee
Dynamic Leaders Team	Administrative Commission for _____
Mission & Outreach Team	Commission on the Preparation for Ministry
Administration & Support Team	Scholarship/ Grant for _____
Budget & Finance Committee	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.

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Signature of person submitting request

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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.

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Approval signature of moderator/ facilitator/ authorized person

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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](mailto:bookkeeperplm@gmail.com) as an electronic attachment.