

Expense Voucher - Volunteers

Grace Presbytery, Inc.
Presbyterian Church, USA
6100 Colwell Blvd, Suite 100
Irving, TX 75039-3112
214 630 4502

Name: _____
Address: _____
City: _____
State: _____
Zip: _____

Car Expense _____ x 14 cents per mile _____

Airplane Fare * _____

Parking/Toll Fees * _____

Meals * _____

Lodging * _____

Telephone * _____

Other Expenses * _____

Total Amount to be Reimbursed: _____

* Receipts are required

Event attended _____

Date of event _____

FOR OFFICE USE

Charge to Account #: _____

Approved by: _____

Finance Staff or Treasurer: _____