

American Baptist Churches  
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Valley Forge, PA 19482-0851

## EXPENSE VOUCHER

Date \_\_\_\_\_

**IMPORTANT:** Receipts should be attached for all public transportation and hotel/motel expenditures, as well as any other expenditure over \$10. Mileage rate for auto travel is revised from time to time. When auto travel is used for personal convenience instead of economy air travel, the lower rate is reimbursable.

1-DATE	2-RECORD OF TRAVE		3-TRANSPORTATION					4-LOCAL	5-ROOM	6-MEALS		7-Phone	TOTALS
	From	To	Auto Miles	Auto Cost	Plane	Train	Tolls & Parking	FARES		#	Cost	and Postage	
TOTALS													
OFFICE USE							8- Miscellaneous Expense						
Division                  Dept.													
Approval													
Budget #                  Amounts													
							9- PURPOSE OF TRIP (must be completed for accounting purposes)  BGM Executive Committee March 9-12, 2016						
Restore advance                  Close Advance													
Audited by                  Acctg. Approval													
Sign Name Here _____							TOTAL EXPENSE _____ LESS ADVANCE _____ AMOUNT REFUNDED OR BALANCE DUE _____						
Address: Print Name _____													
Address _____													
City, State, Zip _____													

## **INSTRUCTIONS FOR COMPLETING EXPENSE VOUCHER**

Expense Vouchers should be submitted immediately after the trip is completed.

Your cooperation in following ABC travel guidelines and careful expenditure of funds will insure the optimum use of our mission dollar and the more timely reimbursement of your expenses.

- (1) **DATE** -- Itemize expenses each day.
- (2) **RECORD OF TRAVEL** -- List the names of places on itinerary.
- (3) **TRANSPORTATION** -- Show A-Auto; B-Bus; P-Plane; and T-Train.  
If by automobile, indicate number of miles. When automobile travel is required, a per mile allowance (which changes from time to time as new rates are established by the I.R.S.) will be made and tolls and parking are reimbursable.  
  
If automobile travel is used for personal convenience instead of coach class air travel, the lower rate is reimbursable.
- (4) **LOCAL FARES** -- Airport limousine, buses, etc. used in going to and from airport and for appointments are reimbursable.
- (5) **ROOM** -- For group meetings, arrangements are made with the hotel for direct billing to the ABC. Personal expenses, such as telephone calls, room service, etc. should be paid by you when you check out. If direct billing is not the case, include this expense and attach hotel/motel receipts.
- (6) **MEALS** -- Record the number of meals and cost each day. Tips should be included in the cost. Identify any guests included.
- (7) **TELEPHONE, TELEGRAMS, AND POSTAGE** -- Enter costs of necessary ABC business calls, telegrams and postage.
- (8) **MISCELLANEOUS EXPENSE** -- If it becomes necessary to incur expenses other than those mentioned above, they should be itemized and entered. Example: airport tax
- (9) **PURPOSE OF TRIP** -- List the purpose of each trip, such as 'General Board Meeting.'
- (10) **RECEIPTS** -- Receipts should be attached for all public transportation and hotel/motel expenditures, as well as any other expenditure over \$10.



