PLEASE RETURN TO:

2023 mileage allowance is 65.5 cents.

EXPENSE VOUCHER

American Baptist Churches Iris Cobb P.O. Box 851 Valley Forge, PA 19482-0851

Date _____

<u>IMPORTANT</u>: 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 TRAVEL 3-		3-TRA	3-TRANSPORTATION			4-LOCAL	5-ROOM	6-MEALS	7-Telephone	TOTALS
	From	То	Auto	Plane	Train	Tolls &	FARES		# Cost	and	
			Miles			Parking				Postage	
		TOTALS									
OFFICE USE				8- Miscellaneous Expense							
Division		Dept.									
Approval											
		_									
Budget #		Amounts									
		. .				RPOSE C		ooounting	purposes)		
		•			(mus	r ne comp		ccounting	purposes		
Restore advance Close Advance											
			•								
Audited by		Acctg. Approval									
	-										
Sign Name Here											
Address: Print Name					1				TOTAL EX	PENSE	
Address			LESS ADVANCE								
City, State, Zip				AMOUNT REFUNDED OR BALANCE DUE							
				-							

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 a stelephone 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 Board of General Ministries meeting.
- (10) **RECEIPTS** -- Receipts should be attached for <u>all public transportation and hotel/motel expenditures</u>, as well as <u>any other expenditure over \$10</u>.