

MUSKINGUM VALLEY PRESBYTERY EXPENSE VOUCHER  
 109 STONECREEK RD NW  
 NEW PHILADELPHIA, OHIO 44663

Date: \_\_\_\_\_ Committee/Event: \_\_\_\_\_

Make the check payable to: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Check here if the address has changed \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\* In lieu of a check, I wish to have \$ \_\_\_\_\_ of my expenses credited as a contribution to Muskingum Valley Presbytery.

Account #	Date and Purpose of travel	Miles	Rate per mile	Total

Other Expenses:

Account #	Description (books, postage, lunch, etc.)	Amount

Check Total

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Authorized by (committee chair): \_\_\_\_\_

Important: A 1099 may be issued to any recipient receiving \$600 or more in a calendar year. All expenses over \$25, except for mileage require receipts for reimbursement. The IRS maximum allowed for charitable/volunteer mileage is 14 cents per mile, anything above that is reportable by the recipient to the IRS as income.