



The Presbytery of Carlisle
 2601 N. Front St., Suite 209 Harrisburg, PA 17110
 Phone: 717-737-6821 | Fax: 717-730-9137 | Web: www.carlislepby.org



Presbytery of Carlisle Expense Voucher

Name: _____

Date: _____

Email: _____

Phone: _____

TRAVEL EXPENSES

Total Miles: _____ at _____ Per mile = \$ _____

Tolls (Include Receipts): _____ Meals (Include Receipts): _____

Total Travel Expenses: _____

OTHER EXPENSES (include receipts): _____

Total Payment Request: _____

PURPOSE FOR PAYMENT OR PURCHASE (include dates for travel and expenses)

Committee: _____ Designated Fund (if any): _____

 Name of Person Submitting Voucher

 Name Person authorizing Voucher

Check payable to: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Please complete the full voucher. Email to bookkeeper@carlislepby.org.

Expense or Designated Account Codes

Code #	Description

Operating Expense Account Numbers

Designated Funds Account Numbers

31553	Honduras Partnership
3231	Progress-Immanuel Residual
31533	Peacemaking Grants
3154	Holy Land Travel
3156	Preparation for Ministry
3204	Legal Reserve
3207	New Church Development
3216	Small Church Leadership
3219	Ministry and Mission Fund
3226	Pastor's Sabbatical Fund
3600	New Worshipping Communities
36012	Intertwined
36022	The Circle

Operating Expenses

5207	Travel Expenses
6224	Office Supplies
8101	Conferences
8005	Gifts
8008	Meals
8011	Other Committee Expenses
3205	Ministers' Emergency
8106	Honorarium
8108	Zoom
8125	Triennium
8135	Moderator's Expense
8152	Technology Expenses
8004	Evaluations
6232	Software
6230	Postage
6240	Presbytery Meetings Expense
8006	Background Checks
8009	Retreat