



**The Presbytery of Carlisle**  
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Phone: 717-737-6821 | Fax: 717-730-9137 | Web: [www.carlislepby.org](http://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](mailto: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
36032	Breaking Bread

### 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