

**ELCA-Southeastern Synod
EXPENSE VOUCHER**

Please complete the relevant sections, attach receipts, and send to:
**ELCA-Southeastern Synod
 Reimbursement Office
 P.O. Box 400
 Decatur, GA 30031**

OFFICE USE ONLY ACCOUNT NO. _____ APPROVED _____ DATE SHIPPED: _____

CHECK IS TO BE MADE PAYABLE TO: _____ DATE: _____
 (Please PRINT Clearly)

ADDRESS: _____
 (Street) (City, State, Zip)

PHONE: _____ Event: _____

TRAVEL & MEALS (Attach Receipts) -- (REIMBURSEMENT GUIDELINES ARE ON BACK)

DATE:					TOTAL	
Air Fare						
Parking Fees						
Taxis/Limos						
Miles Driven						
Mileage Expense						
MEALS						SUB-TOTAL
Breakfast						
Lunch						
Dinner						

OTHER EXPENSES (Attach Receipts)

Specify type of expense (e.g., postage, phone, etc.):	<u>\$AMOUNT</u>	
_____	_____	SUB-TOTAL
_____	_____	
_____	_____	

NOTE: Committee and Task Force expenses must have the written approval of the Chair or Staff Liaison. PLEASE OBTAIN CHAIR'S or STAFF'S SIGNATURE BEFORE SUBMITTING THIS VOUCHER.

GRAND TOTAL *	
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SIGNATURES:
 Payee: _____ Chair/ Staff: _____

If you would prefer to be reimbursed for only part of your expenses, we will be pleased to send you a written acknowledgement for your tax records. Please indicate the amount (if any) of your total expenses to be designated as a donation: \$ _____

HOTEL/MOTEL ACCOMMODATIONS

All reservations normally are made on a double occupancy basis unless requested otherwise. **If you request single occupancy**, you are expected to pay one-half the total room charge. (Payment may be made at the meeting to the synod with a check made out to ELCA-Southeastern Synod, or you can deduct one-half the total room charge from the total on your expense voucher.) Any charges made for food, telephone (local and long distance), etc., should be paid to the hotel upon check out.

MEALS

Up to \$3.50 for breakfast

Up to \$4.00 for lunch

Up to \$8.00 for dinner

No reimbursement for alcoholic beverages will be made.

TRAVEL

Air travel is authorized if over 200 miles one way (receipt required). Staying over a Saturday night when you fly is authorized when you can save more than the additional nights hotel room charge. Economical travel is encouraged. MARTA travel is available from the Atlanta Airport to the synod office.

Auto travel will be reimbursed as follows:

Member driver -	20 cents/mile
1 member passenger -	4 cents/mile
2 or more members -	<u>4 cents/mile</u>
Total	28 cents/mile

Please list passengers:

RECEIPTS

Please include receipts to support **all** expenses listed on the voucher.

All expenses incurred in January of a given year MUST be submitted by January 31 of that year.

*Additionally, it would assist in our accounting process if all expenses are turned in **within 30 days** after they are incurred.*